**Title: Requesting a Meeting - template**

**[ON YOUR ORGANIZATION TEMPLATE]**

**[Date]**

Attn: Scheduler

The Honorable **[Name of Senator/Representative/Governor]  
[Local or D.C. Office Address]**

Dear **[Senator/Representative/Governor] [Name]**:

I would like to request a time to meet with you to discuss **[insert specific issue or policy concern]** and how this impacts our ability at **[Name of Organization]** to provide services for individuals with mental health and substance use conditions in **[Your Organization’s Service Area]**.

**[Name if Organization]** employs **[Insert number of]** staff who serve **[Insert number of]** individuals **(or families)** in **[Service Area]** through varied programs **[insert short description of programs or services].** I have attached a brief fact sheet with more detail about our services, clientele and areas served. **[If you do not have a fact sheet, then insert a couple of sentences addressing these areas. You can also insert a sentence or two about a specific program or clientele served that you want to highlight.]**

We look forward to the opportunity to meet with you in person to share information about our innovative programs that help our clients live independent, productive lives and keep our communities safe and strong. I am able to be flexible for both the time and place of the meeting, based on your schedule. We would be happy to schedule a meeting at your DC office or at your local office if that would be more convenient. I will follow-up with your scheduler in a few days to discuss further. In the meantime, should you have any questions or if I can be of service, please don’t hesitate to contact me at your convenience **[Your phone number & email address]**.

Sincerely,

**[Name]  
[Organization Name]**

**Title: Site Visit Request - template**

**[ON YOUR ORGANIZATION TEMPLATE]**

**[Date]**

Attn: Scheduler

The Honorable **[Name of Senator/Representative/Governor]  
[Local or D.C. Office Address]**

Dear **[Senator/Representative/Governor] [Name]**:

I would like to invite you and your staff to **[Name of Organization]** as your schedule permits. Our Board of Directors, clients and staff are excited to give you a tour of the organization and share information with you about the services we provide to the **[Your Organization’s Service Area]** community. **[Name if Organization]** employs **[Insert number]** staff who serve **[Insert number of]** individuals **(or families)** in **[Service Area]** through varied programs **[insert short description of programs or services].** I have attached a brief fact sheet with more detail about our services, clientele and areas served. **[If you do not have a fact sheet, then insert a couple of sentences addressing these areas. You can also insert a sentence or two about a specific program or clientele served that you want to highlight.]**

We would appreciate an opportunity to share information with you about our innovative programs that help our clients live independent, productive lives and keep our communities safe and strong. My staff and I look forward to the opportunity to host you and your staff at **[Name of Organization]** and are willing to be flexible, based on your schedule. I will follow-up with your scheduler in a few days to discuss further. In the meantime, should you have any questions or if I can be of service, please don’t hesitate to contact me at your convenience **[Your phone number & email address]**.

Sincerely,

**[Name]  
[Organization Name]**

**Title: Requesting a Meeting - template**

**[ON YOUR ORGANIZATION TEMPLATE]**

**[Date]**

**Attn: Scheduler**

The Honorable **[Name of Senator/Representative/Governor]  
[Local or D.C. Office Address]**

Dear **[Senator/Representative/Governor] [Name]**:

I would like to request a time to meet with you to discuss **[insert specific issue or policy concern. If you don’t have a specific ask, you can say, “the current mental health and addiction crisis in (insert name of community)”]**. I have attached a brief fact sheet with more detail about this issue and why it is important to me and your other constituents. **[If you do not have a fact sheet, then insert a couple of sentences explaining why the issue is important to you and should be important to the legislator.]**

**[Explain your interest in mental health and/or addiction here. Do you have a personal story? Are you a clinician? How long have you had an interest in this area?]**

I look forward to the opportunity to meet with you in person to discuss this important issue and how you can help ensure that individuals living with mental illness and addiction receive the treatment they need to live fulfilling and productive lives in **[Name of Community].** I am able to be flexible for both the time and place of the meeting, based on your schedule. I am happy to schedule a meeting at your DC office or your local office if that would be more convenient and will follow-up with your scheduler in a few days to discuss further. In the meantime, should you have any questions, please don’t hesitate to contact me at your convenience **[Your phone number & email address]**.

Sincerely,

**[Name]  
[Organization Name]**

**Title: Meeting with Legislator follow-up - template**

**[ON YOUR ORGANIZATION TEMPLATE]**

**[Date]**

The Honorable **[Name of Senator/Representative/Governor]**  
**[Local or D.C. Office Address]**

Dear Senator/Representative/Governor **[Name]**:

Thank you for taking the time to meet with me and the **[Name of your Organization]** team to discuss the importance of community mental health and addiction services to **[State/Service Area]**. During our meeting on **[Date of Meeting]**, I shared information about our organization, the services we offer, and the challenges we face in meeting our clients’ needs.

We also discussed **[insert topic of the meeting]. [Address any follow-up you agreed to do: answers to member questions, future meetings, provide additional information].**

We are grateful for the continued support from elected officials like you. This support enables us to achieve our mission of providing high-quality evidence-based services that meet the needs of individuals with mental health and substance use problems. We would welcome any opportunity to serve as a resource to you as you consider policy choices that have implications for community providers such as **[Name of your Organization**]. Thank you again for our meeting, and I look forward to speaking with you in the future regarding any additional questions you may have. Please let me know if I can ever be of service to you.

Sincerely,

**[Name]**  
**[Organization Name]**