

Sample Appointment Request for House and Senate Meeting

Use the following template letter as a guide to request a meeting with your representative in his or her local district or Washington, DC office.

[Date]

The Honorable **[legislator's name]**

Attention: Scheduler

(Room #) (Name) House **[or Senate]** Office Building

United States House of Representatives **[or United States Senate]**

Washington, DC 20515 **[or 20510 for Senate]**

Dear Representative **[or Senator]** _____:

As a constituent and small business owner, I am writing to request an appointment with Representative **[or Senator]** _____ in Washington, D.C., on **[date]** to discuss **[issue]**.

Small businesses employ about half of all private sector workers and have been responsible for more than 60% of net new jobs over the past decade. As the nation moves toward economic recovery, I would like to discuss some key issues that are impacting small businesses at home and the role they play in spurring job creation, economic growth, and innovation.

I will call your office to confirm receipt of this letter and to speak with your scheduler about a specific meeting date and time. Thank you in advance for the opportunity to meet with Representative **[or Senator]** _____.

Sincerely,

[Name]

[Title]

Name

Address

Phone

Email

Sample Thank You Letter for House or Senate Meeting

Following up your meetings with House and Senate offices is a critical next step in forming good working relationships with your members of Congress and their staff. Please mail or e-mail your thank-you notes to those you met with soon after your visits.

You will find a sample letter below. If you met with the congressional staff instead of the member, you can still address the letter to the member (and copy the staffer), thanking him or her for the opportunity to discuss your issue. We strongly encourage you to personalize your letter with the issues that are impacting your business and why they are relevant to your district or state.

[Date]

The Honorable **[legislator's name]**
Attention: Scheduler
(Room #) (Name) House **[or Senate]** Office Building
United States House of Representatives **[or United States Senate]**
Washington, DC 20515 **[or 20510 for Senate]**

Dear Representative **[or Senator]** _____:

Thank you for taking the time to meet with me **[and other attendee name(s)]** on May 19, while **[I was/we were]** in Washington, D.C., attending the America's Small Business Summit hosted by the U.S. Chamber of Commerce. As your constituent, I appreciate your welcoming **[me/us]** into your office to discuss how **[issues]** are a concern for small businesses and community leaders in your district **[or state]**.

If you would like to further discuss any of these issues, please contact me by **[phone number]** or **[e-mail address]**. You are also welcome to contact our representatives at the U.S. Chamber of Commerce by calling 202-659-6000.

Again, your time and interest are greatly appreciated.

Sincerely,
[Name]
[Title]

Name
Address
Phone
Email