**Template District Office Meeting Request**

Below is a template letter you can customize and use to request a meeting with your member of Congress in his or her district office. Please submit the letter by e-mail to your member of Congress’ scheduler and follow-up by phone to ensure the letter was received. A list of schedulers for members of the House and Senate Appropriations Committees is available [**here**](http://voicesforservice.org/wp-content/uploads/2017/04/Appropriations-Committee-Scheduling-Contacts.pdf)**.** You may also call your member of Congress’ office directly and ask how they prefer to receive scheduling requests.

The Honorable MEMBER OF CONGRESS

United States Congress

Washington, DC 20515

Dear SENATOR/REPRESENTATIVE LAST NAME:

As constituents in your DISTRICT/STATE, we are requesting a meeting with you in your district office during the upcoming congressional recess, April 10-21, 2017.

Our group will include:

* NAME, TITLE, ORGANIZATION
* NAME, TITLE, ORGANIZATION
* NAME, TITLE, ORGANIZATION

Support from AmeriCorps and Senior Corps is critical to our ability to meet the needs of our local community, and helps our organizations improve the lives of your constituents. Federal investments from the Corporation for National and Community Service, which we match with private, philanthropic and local contributions, enable our organizations to engage citizens in intensive national service that addresses the needs of our most vulnerable families and communities. This highly-leveraged federal investment helps to drive community solutions to pressing challenges in education, disaster relief and preparedness, veteran services, and more.

Our organizations are examples of the many ways in which AmeriCorps and Senior Corps members are supporting our community here in CITY, STATE. ADD A FEW SENTENCES DESCRIBING THE PROGRAMS THAT WILL BE REPRESENTED AT THE MEETING AND HOW NATIONAL SERVICE MEMBERS ENABLE THESE PROGRAMS TO SUPPORT LOCAL RESIDENTS.

We would appreciate the opportunity to speak with you about our work, and the impact of the federal investment in national service, while you are home during the April recess. If you are unable to meet with us during this recess, we would appreciate the opportunity to meet with a member of your district office staff.

We will contact your office to check on your availability, but should you or your staff have any questions, please contact POINT OF CONTACT at CONTACT INFORMATION.

Sincerely,

NAME NAME NAME

TITLE TITLE TITLE

ORGANIZATION ORGANIZATION ORGANIZATION