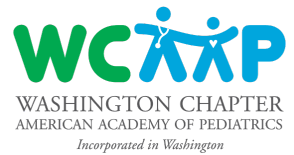


# Scheduling a Meeting with your Legislator



## Tips for Arranging a Meeting

**Call or e-mail to request an appointment.** Your legislator’s website will include their email and phone number, along with contact details for staff, like their legislative assistant. Be sure to include both your legislator, as well as support and scheduling staff, in your email request.

**Not sure who your WA-based legislators are?** [Visit here to find their information.](#)

**Follow up.** Do not hesitate to call the office if you do not receive a response to your initial request.

**Address the who-what-when.** Include information about who you are (including that you’re a WCAAP member!), the nature of your visit, and when you would like to meet—be sure to identify yourself as a constituent. If you plan to meet with colleagues, CC them on the email and mention them by name as well in the request. WCAAP’s legislative liaison, Amber Ulvenes, and Sarah Rafton, can also join your meeting if of interest (and their schedule allows).

**Confirm the appointment.** Make sure to confirm the time and location of the meeting and who will be in attendance. If your schedule has changed and you need to cancel the meeting, be sure to give the office ample notice.

## Sample Email Meeting Request

Subject: Meeting Request

Dear Representative (or Senator) [Last Name],

As a constituent, (health care role, organization, etc.), and member of the Washington Chapter of the American Academy of Pediatrics from (City/Town), I would like to request an opportunity to meet briefly with you in your (location, or remotely) office on [Date(s) and times] to discuss [issue(s) of concern you’d like to discuss]. Please let me know if you are available to meet at these times.

I will follow up with your office in the next week but should you or your staff have any questions or would like to suggest different availability, I can be reached by email at [email address] or by phone at [Phone Number].

Thank you in advance for considering this request.

Sincerely,

Name and credentials