

Email Template to Schedule Legislative Meetings

Dear [Senator/Representative],

My name is [xxx] and I'm the [title] at [Nonprofit Organization].

Our organization works in your district to [nonprofit mission].

I would like to schedule a 30-minute [virtual or in-person] meeting with you on [date] to introduce myself and the work we do at [nonprofit].

If you are unavailable, I'd be happy to meet with a staff member instead.

Thank you and I look forward to meeting you soon!

Best,

[Signature]

Phone Call Script Example to Schedule Legislative Meetings

Hi, this is [name] and I'm the [title] at [organization].

May I speak with the staff member who schedules appointments for the [Senator/Representative]?

I would like to schedule a 30 minute [virtual or in-person] meeting with [Senator/Representative] to introduce myself and my organization.

If the legislator is unavailable, I'd be happy to meet with a staff member instead.

Thank you and I look forward to meeting you soon!