

**Sample Meeting Request Letter**

**For Meetings in the District**

**It’s best to email your meeting request letter** (and then follow up with a phone call a few days later)**:**

**To find your State Senator:**

<http://conview.state.va.us/whosmy.nsf/VGAMain?openform>

**To find your State Representative in the House of Delegates:** <http://conview.state.va.us/whosmy.nsf/VGAMain?openform>

**Once you find the name of your State Senator, you can find the email by clicking on your State Senator’s name on this list.**  <http://apps.lis.virginia.gov/sfb1/Senate/TelephoneList.aspx>

**Once you find the name of your Delegate in the House, you can find the email for your Delegate on this list.**  <http://virginiageneralassembly.gov/house/members/members.php>

**Select the email, and cut & paste (or edit and then cut & paste) the address into your email meeting request.** (For example, by clicking on the Senate list above, you would find this email for State Senator George Barker --  [district39@senate.virginia.gov](mailto:district39@senate.virginia.gov) ).

**Email Text to Send:**

Good morning. I am writing to request a meeting with you to talk about the need for quality child care for working parents. If there is a time in the next week or two when you will be in the district holding office hours, I would appreciate a chance to come to your office to meet.

Alternatively, I would like to invite you to a quality program if you would like to visit so that I can give you a tour and talk about some of the challenges child care programs face. Please let me know how I can best reach you to discuss the importance of quality child care to both working parents and their children. Thank you for your time.

[Name]

[Title]

[Agency]

[Address, City, State, Zip]

[Phone number to reach you at]

[Email]

[Web site if applicable]