

SAMPLE APPOINTMENT REQUEST LETTER

*** Letters should be written on your letterhead**

[DATE]

For Senators:

The Honorable [last name]
United States Senate
Washington, DC 20510

For House Members:

The Honorable [last name]
House of Representatives
Washington, DC 20515

For Governor Offices*:

The Office of the Honorable [last name]
Hall of States
444 North Capitol Street, NW
Suite 237
Washington, DC 20001

Dear Senator/Representative/Sir or Madam in the Office of Governor [last name]:

Throughout the day on June 30, 2010, members of the National Council for Community Behavioral Healthcare from [your state] will be meeting individually with their representatives in Congress and visiting the Washington, D.C., offices of their governors.

I am writing to schedule a meeting with you to discuss issues of concern to behavioral healthcare providers and the people they serve. The provider organization members of the National Council serve more than six million low-income children and adults with mental illness and addiction disorders across the country.

The issues of greatest concern to the National Council include the impact of national health care reform on community mental health and addiction services providers, the inclusion of behavioral healthcare providers in federal health information technology legislation, funding for mental health and addiction treatment services, and meeting the primary care needs of persons with severe mental illness.

I hope that we can arrange for an appointment with you or a member of your staff on June 30. I will call your office to determine the best meeting time.

Thank you. I look forward to meeting with you.

Sincerely,

[Your Name]

[Your Title]

*Applies to governors from Alaska, Arizona, Arkansas, California, Connecticut, Delaware, Florida, Georgia, Illinois, Iowa, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Rhode Island, South Carolina, Virginia, Washington, and Wisconsin