[Date]

Attn: Scheduler

The Honorable [Name of Senator/Representative/Governor]  
[Local or D.C. Office Address]

Dear [Senator/Representative/Governor] [Name]:

I would like to request a time to meet with you to discuss [insert specific issue or policy concern] and how this impacts our ability at [Name of Organization] to provide services for individuals with mental health and substance use conditions in [your organization’s service area].

[Name of Organization] employs [insert number] staff who serve [insert number] individuals (or families) in [service area] through varied programs [insert short description of programs or services]. I have attached a brief fact sheet with more detail about our services, clientele and areas served. [If you do not have a fact sheet, insert a couple of sentences addressing these areas. You can also insert a sentence or two about a specific program or clientele served that you want to highlight.]

My staff and I look forward to the opportunity to meet [virtually/in your district office/in your Washington, D.C., office] with you and are flexible based on your schedule. I will follow up with your scheduler in a few days to further discuss this. In the meantime, should you have any questions or if I can be of service, please do not hesitate to contact me at your convenience at [your phone number and email address].

Sincerely,

[Name]  
[Organization Name]