*[Date]*

Attn: *[Scheduler’s Name]*

The Honorable *[Name of Senator/Representative/Governor]*

*[D.C. Office Address]*

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

I would be incredibly grateful if we could find a time to meet in your Washington, DC office on June 15th to discuss the Excellence in Mental Health and Addiction Treatment Act and *[insert one other topic of your choosing]*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].*

*[Insert paragraph describing your association or clinic. Highlight how many employees you have, how many individuals your staff or members serve, geographic areas you cover, what services you provide, etc.]*

I look forward to the opportunity to meet with you in-person on June 15th. I will follow up with your scheduler in a few days to further discuss details. 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]*