

Appointment Request Template

[Date]

Honorable [full name]
NC Senate (or NC House of Representatives)
Raleigh North Carolina 27601-1096

Dear Senator (Representative) [last name]:

I am writing to request an appointment with you on [date]. I am a citizen in [your city], and I'm concerned about [issue].

I realize that your schedule is difficult to project at this point, but it would be ideal if we could meet between [time] and [time].

I believe [issue] is important because [etc, 1-2 sentences].

My home address is _____. I can also be reached by phone at _____ or email at _____. I will contact your office during the week of [1-2 weeks before the visit] to confirm the details of the appointment.

Thank you for considering my request to meet with you.

Sincerely,

[name]

[Your Address]