

**SAMPLE LETTER Requesting an Appointment with a Member of the House of Representatives**

March 15, 2008

By E-Mail

Mr./Ms. **[INSERT NAME OF SCHEDULER]**  
The Honorable **[INSERT NAME OF MEMBER OF CONGRESS]**  
U. S. House of Representatives  
Washington, D.C. 20515

Dear Ms./Mr. **[INSERT LAST NAME OF SCHEDULER]**:

I am writing to request an appointment with Representative **[INSERT LAST NAME]** on Wednesday, April 16 between 10:30 a.m. and 5:00 p.m. or Thursday, April 17 between 10:00 a.m. and 4:00 p.m.

**INSERT SOME PERSONAL INFORMATION indicating that you are a constituent, have a personal friendship with the Member, or have some other connection to the District/State. If you are scheduling the meeting on behalf of yourself and others, include their names here.**

We will be in Washington to participate in meetings and Congressional visits related to American Bar Association public policy priorities and other issues of concern to the organized bar, including adequate annual and supplemental disaster relief funding for the **Legal Services Corporation (LSC)**. LSC funding is critical for our local legal aid programs to assist low-income persons and families in our District address every day legal problems. Of particular concern today is the effect of housing crisis on both owners and renters of foreclosed property.

The American Bar Association, the world's largest professional organization with more than 413,000 members, is the national representative of the legal profession, serving the public and the profession by promoting justice, professional excellence and respect for the law.

Please contact me at **[INSERT YOUR E-MAIL]** or **[INSERT YOUR PHONE]** with any questions. Of course, if necessary, we will do all we can to modify their schedule to coincide with Representative **[INSERT LAST NAME]**'s availability.

Thank you for your assistance with this request.

Sincerely,

Your Name