The below email template can be used to contact Elected officials’ offices to set up meetings, and can be edited to fit your specific needs or personal communication style:

Hello,

My name is [YOUR NAME], from [ORG NAME] in [CITY/TOWN]. I am requesting a virtual meeting or conference call with [ELECTED OFFICIAL TITLE] [NAME] regarding the importance of child care in our community. Does Congressman/Senator [NAME] have any availability to schedule a virtual meeting or a conference call on [DATES]?

Thank you in advance for your consideration of this request. I can be reached at the phone number and email listed below and look forward to hearing from you regarding a time we can meet.

Sincerely,

[NAME]

[ADDRESS]

[EMAIL]

[PHONE NUMBER]