

2019 District Days

SAMPLE APPOINTMENT REQUEST LETTER

Very large and at the top center of the letterhead so the office sees this is an appointment request for the scheduler.

Include your local logo or letterhead

DISTRICT APPOINTMENT REQUEST FOR <insert date or date range here>

Date

The Honorable <First Name Last Name>
California State Assembly/Senate
(District office Street Address)
(District city and zip code)

<Or>

The Honorable <First Name Last Name>
California State Assembly/Senate
State Capitol, Room #____
Sacramento, California 95814

Attention: Jane Doe <First Name Last Name>, Scheduler

Fax #: <Fax>

Email: <Email>

Dear Assembly Member/Senator <Last Name>,

On behalf of the <your organization/coalition>, I respectfully request a meeting with you in your district office on <insert specific dates, times here>.

I/The Coalition would appreciate the opportunity to meet with you to discuss statewide tobacco control issues, such as <insert issues here: e.g. tobacco use by adults and youth, tobacco industry ongoing marketing, secondhand smoke and youth access to tobacco>.

If you participated in Capitol I&E Days in April 2019

You may recall that I met you and your staff on April 23, 2019 to discuss some of these issues, and would like to meet with you again to continue the dialogue and provide you with information on how tobacco is impacting your district specifically.

If you didn't participate in I&E Days in April 2019

This meeting is part of a larger, ongoing effort to inform and educate our state elected officials about tobacco control issues in their districts as well as statewide.

Please contact me at <insert phone number> to schedule an appropriate time for this meeting. Thank you for your time and consideration of this request.

Sincerely,

<First Name Last Name>

<Title>

<Your Organization/Coalition>