



Date

The Honorable [First Name] [Last Name]

Attn: Scheduler

U.S. Senate OR U.S. House of Representatives/State Sen. or House-Assembly/City Council

[Street Address]

[City, State Zip]

Re: Appointment with [insert legislator's name here]

VIA EMAIL/FACSIMILE: [fax number]

Dear Senator/Representative [Last Name]:

I am writing to request a meeting with you in your [Washington, D.C. or name of city where the nearest district office is located] office for [insert date and time or leave time open to meet the legislator's tight schedule].

I, along with other members of PFLAG [Chapter Name], the organization representing the parents, families, and friends of lesbian, gay, bisexual, transgender, and queer (LGBTQ) people in [insert city or state name], would like to discuss upcoming legislation that impacts our LGBTQ loved ones.

I hope that you can accommodate this request, and I will contact your office shortly to schedule this meeting if a response is delayed. In the meantime, you can contact me at [insert phone number] or [insert e-mail] if you have any questions.

Sincerely,

[Your name]

PFLAG [chapter name]