



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]:

Thank you for taking the time to meet with me, along with members of PFLAG [insert chapter name], the organization representing the parents, families and friends of lesbian, gay, bisexual, transgender, and queer (LGBTQ) people, on [insert date and time].

We appreciate the thoughtful discussion on the rights of our LGBTQ loved ones living in [insert name of state/district here]. We value your time and attention on these issues which is of vital concern to our families and many of your other constituents.

We look forward to working with you to help create a more just society for our LGBTQ loved ones through addressing important civil rights legislation like [include name of specific legislation if applicable].

[Be sure to include any follow-up information if you were asked a question and unable to answer it during the meeting. If this section is longer than one paragraph, include it as a one-page attachment, remembering to be brief, clear and concise in all of your communications.]

Thanks again for your time and consideration. Please feel free to contact me at any time if I can be helpful to you.

Sincerely,

[your name]

PFLAG [chapter name]