The Honorable Click or tap here to enter text.

House of Representatives or U.S. Senate [choose one]

Washington DC

Attention: Click or tap here to enter text., [Scheduler or Staffer]

**Subject: Request for Virtual Meeting**

Dear Click or tap here to enter text. [scheduler/staffer name]:

My name is Click or tap here to enter text. and I am a constituent of [Sen./Rep.] Click or tap here to enter text. from Click or tap here to enter text. I work with the Click or tap here to enter text. [Your Center], which is a network center of the Association of University Centers on Disabilities (AUCD) network. As part of our AUCD 2020 Conference, we are requesting the opportunity to virtually meet with the Click or tap here to enter text. [Representative’s or Senator’s] office to share our work in the disability community. We are available to meet at the following dates and times: [insert 2-5 timeslots at which you are available]

* Click or tap here to enter text.
* Click or tap here to enter text.

Please let us know if any of these times work for you. There will be up to Click or tap here to enter text. [insert number] of us attending the meeting depending on schedules.

As federally funded under the Developmental Disabilities Act, Autism CARES Act, Eunice Kennedy Shriver National Institute of Child Health and Human Development, Higher Education Act, we would like to share more with you about the pressing research, evidence-based practices, and lived experiences of people with disabilities in Click or tap here to enter text. [Your State]. Specifically, we would like to discuss:

[Insert 2 to 3 bullets of main topics you wish to address and educate your Member about]

* Click or tap here to enter text.
* Click or tap here to enter text.

Thank you for considering our request. We will follow up with your office to set up the meeting. We look forward to hearing from you.

Sincerely,

Click or tap here to enter text. [Your Title]

Click or tap here to enter text. [Your Center]

Click or tap here to enter text. [Your Center address]

Click or tap here to enter text. [Contact Information – phone and email]