Click or tap here to enter text. [Your Name]  
Click or tap here to enter text. [Your Address]

Click or tap here to enter text. [Your e-mail]

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

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 Meeting**

Click or tap here to enter text. [Date]

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 [state] and also a member of the Association of University Centers on Disabilities (AUCD) network. Click or tap here to enter text [Your Center’s Name] is one of 67 UCEDDs, 52 LENDs, 14 IDDRCs, over 275 Inclusive Higher Ed Programs for students with ID] that form the national AUCD network. The network works on many topics that affect the lives of people with disabilities. Our work supports people with disabilities and families in all our communities. We are requesting the opportunity to meet with the [Representative or Senator] as soon as Click or tap here to enter text [his/her] schedule permits. We would like to conduct the meeting virtually. Ideally, we’d like to meet on Click or tap here to enter text [Date] and there will be Click or tap here to enter text [insert number] of us attending the meeting depending on schedules.

COVID-19 has brought into sharp the disability community needs and the supports and services systems here in the U.S. and around the world. We know the Click or tap here to enter text [Senator/Representative] is sensitive to the challenges people with disabilities are facing. As our work has never been more critical, we would like to speak to Click or tap here to enter text [him/her] about disability concerns, both in the immediate crisis and over the long-term. 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. [Contact Information]