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. 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 Click or tap here to enter text. [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. and there will be Click or tap here to enter text. [insert number] of us attending the meeting depending on schedules.

We know there are many disability priority areas and that the Click or tap here to enter text. [Senator/Representative] has been a champion of the disability community in the past. 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. [Contact Information]