[Date]

[Your Name]  
[Your Address]

[Your e-mail]

[Your phone]

The Honorable [Name].

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

Washington, D.C.

Attention: [Name of Scheduler or Staffer]

**Subject: Request for Meeting**

Dear [scheduler/staffer name]:

My name is [Enter your name here] and I am a constituent of [Sen./Rep.] [Enter Member of Congress’ name here] from [Enter your state or territory here] and also my program is a member of the Association of University Centers on Disabilities (AUCD). [Your Center’s Name] is one of 67 University Centers for Excellence in Developmental Disabilities, 60 Leadership in Education in Neurodevelopmental Disabilities Program and 16 Intellectual and Developmental Disabilities Research Centers. AUCD’s centers and programs work on a range of topics that affect the lives of people with disabilities, including healthcare, education, employment, long-term services and supports, housing and transportation. The work of AUCD’s Centers and Programs support people with disabilities and their families in all our communities.

We are requesting the opportunity to meet with the [Representative or Senator] or his/her staff on [Date]. We will be in Washington, D.C. from [Dates] and would appreciate an opportunity to meet with your office in-person. If this date and time does not work for you or if you prefer a virtual meeting, we are happy to host a virtual meeting. There will be [insert number] of us attending the meeting. We know the [Senator/Representative] is concerned about the challenges that people with disabilities face in their day to day lives and look forward to discussing that with you.

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

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

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,

[Your name]

[Your Title]

[Your Center]

[Contact Information]