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 [Enter your name here] and I am a constituent of [Sen./Rep.] [Enter Member of Congress’ name here] from [Enter your state 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, 52 Leadership in Education in Neurodevelopmental Disabilities Program and 14 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 for example healthcare, education, employment, long-term services and supports, housing and transportation. The work of AUCD’s Centers and Programs support people with disabilities and 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.

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 like to share more with you about the pressing research, evidence-based practices, and lived experiences of people with disabilities in [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]