

Template Meeting Request for In-State Visit



[State] FEDERATION NATIONAL ACTIVE and RETIRED FEDERAL EMPLOYEES ASSOCIATION

[Date]

The Honorable [Insert your representative or senator's first and last names]

Attn: Scheduler

[Insert the district office address]

[Insert the office city, state and ZIP Code]

Dear [Representative [OR] Senator] [Insert your representative or senator's last name],

I am writing to request a meeting with you at your district office in [Insert the name of the city where you'd like to meet]. I would like to discuss legislation affecting active and retired federal workers.

As a constituent and a member of the National Active and Retired Federal Employees Association (NARFE), I am concerned about legislative and budgetary proposals that unfairly target current and retired federal workers. Among the top issues affecting [retirees/employees] like me are cuts to our earned benefits and annuities. Any cuts to these benefits would jeopardize the financial and health security of those who dedicated their lives to public service.

I will follow up in the next few days with a phone call to schedule this meeting. If you have questions, please feel free to contact me at [Insert your phone number and email address].

Sincerely,

[Insert your first and last name]

[Insert your address]

[Insert your city, state and ZIP code]