[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 either virtually or at your district office in [Insert the name of the city where you'd like to meet] during the August congressional recess.  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 proposals that affect current and retired federal workers. Among the top priorities affecting the federal community are repeal or reform of the Windfall Elimination Provision and Government Pension Offset, as well as fair cost-of-living adjustments (COLAs). These legislative priorities will have a tremendous impact on me, my family and the federal community.

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

Sincerely,

[Insert your first and last name]

[Insert your address]

[Insert your city, state and ZIP code]