**Sample Virtual Congressional Visit Request – 2024 Public Policy Conference**

*Note: Congressional offices schedule meetings in different ways. As more offices take requests online be sure to check their official congressional website for online meeting request forms. If this form does not exist on their website, we recommend using [this list](https://prodnmss.blob.core.windows.net/cmssite/nationalmssociety/media/msnationalfiles/advocacy/congressional-health-staffers-and-schedulers.xlsx) sending the initial email request to the Scheduler. If you have a relationship with the D.C.-based health legislative assistant, cc’ing that staff member can be helpful.*

To: Staffer’s Name, Legislator’s Name

From: Constituent Name

Home Address

Home Phone Number

Email Address

My name is \_\_\_\_\_\_\_\_\_\_ and I am a constituent of [Senator/Representative] \_\_\_\_\_\_\_\_\_ (or if you are not a constituent, a resident of [STATE]. I would like to request a meeting with the [Senator/Representative] and his/her staff on **Wednesday March 6, 2024** in conjunction with the National Multiple Sclerosis Society’s Public Policy Conference in Washington, DC.

I [live with MS, am a family member of someone living with MS, am a healthcare provider who serves people with MS, MS researcher, etc.] and would like to talk to the [Senator/Representative] about issues that are important to people affected by multiple sclerosis (MS), including MS research funding.

Please let me know if you would like me to send issue materials in advance of the meeting.

I can be reached by phone at (###) ###-#### and by email at \_\_\_\_\_\_\_\_\_\_.

Thank you very much and I look forward to hearing from you!

Best,

\_\_\_\_\_\_\_\_\_\_\_\_[name]