**Sample Virtual Congressional Visit Request – 2023 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 sending the initial email request to the Scheduler. If you have a relationship with the D.C.-based health legislative assistant, cc’ing him/her can be helpful.*

**SAMPLE LETTER FROM A CONSTITUENT**

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] \_\_\_\_\_\_\_\_\_. I would like to request a meeting with the [Senator/Representative] and his/her health staff on Wednesday March 8, 2023 in conjunction with the National Multiple Sclerosis Society’s Public Policy Conference.

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. I will be joined by \_\_\_\_\_ (##) other \_\_\_\_\_\_\_ (state affiliation ex Ohioans) for the meeting.

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]

**SAMPLE LETTER FROM A NON-CONSTITUENT**

To: Staffer’s Name, Legislator’s Name

From: Name

Home Address

Home Phone Number

Email Address

My name is \_\_\_\_\_\_\_\_\_\_ and I am from \_\_\_\_\_\_ (state). I would like to request a meeting with the [Senator/Representative] and his/her health staff on Wednesday March 8, 2023 in conjunction with the National Multiple Sclerosis Society’s Public Policy Conference on behalf of his/her constituents.

Constituent, like myself [add personal connection: live with MS, am a family member of someone living with MS, am a healthcare provider who serves people with MS, MS researcher, etc.], from across [STATE] will be on Capitol Hill and we would like to talk to the [Senator/Representative] about issues that are important to people affected by multiple sclerosis (MS) including MS research funding. We will be joined by \_\_\_\_\_ (##) other \_\_\_\_\_\_\_ (state affiliation ex Ohioans) for the meeting.

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]