Template Meeting Request

In-District Meeting

Dear [scheduler’s name],

My name is [name] and I am a constituent of Representative/Senator [name]; I am contacting you to request a meeting with the member during the April in-district work period on behalf of the [insert organization/state coalition].

My colleagues and I are interested in speaking with the member about the importance of funding rape crisis centers, supportive services for survivors of rape and sexual assault, and rape prevention in our community These services have historically been underfunded, resulting in waiting lists, including [number] centers in [State]. The prominence of public conversations about sexual harassment, assault, and rape have resulted in an increased demand for services and prevention programs that most centers are unable to meet, forcing them to either turn away survivors in need or try to stretch their already stretched funding even further.

The federal government plays a critical role in supporting rape crisis centers through programs including the Violence Against Women Act, Victims of Crime Act, Sexual Assault Services Program, Rape Prevention & Education Program, and the Preventative Health and Health Services Block Grant. As direct service providers, we are eager to meet with Representative/Senator [name] and share what we are seeing in the field and the consequence of failing to fund these necessary and life-saving services.

I can be reached at [number] or [email] to schedule a meeting; I look forward to hearing from you.

Best,