**Sample E-Mail Requesting Office Visit or District Meeting**

[STAFF SCHEDULER’S NAME],

As a constituent of [LEGISLATOR’S NAME] and [TITLE] of [NAME OF YOUR COMPANY], I would like to set up a meeting with [LEGISLATOR’S NAME] to discuss health care issues pertaining to the Home Medical Equipment benefit during the August Recess.

These issues impact the ability of companies like ours to serve [LEGISLATOR]’s constituents who rely on home medical equipment, services, and supplies to live safely at home. [YOUR COMPANY NAME] serves [NUMBER] of patients and employs [NUMBER] of people.

I am flexible on the date and time of this meeting and invite [LEGISALTOR] to meet at our office located at [ADDRESS]. If a site visit is not available at this time, I would love to schedule a meeting at the district office with [LEGISLATOR] or a member of the staff.

I may be reached via phone at [PHONE NUMBER] in addition to this e-mail to schedule the meeting. In the meantime, please let me know if you have any questions or need additional information.

Thank you for your assistance with this request; I look forward to hearing from you!

Sincerely,

[YOUR NAME]

[TITLE, COMPANY]

[ADDRESS]