



## Template for Written Email Requests

Dear [Name of Scheduler or Staff Member]:

As a constituent and emergency nurse living in **[City/State]**, I am writing to respectfully request a meeting with **[Representative/Senator Last Name]** to discuss issues of importance to me and other emergency nurses. I will be participating in the Emergency Nurses Association's Day on the Hill annual advocacy event on May 3-4, 2022 and would like to request time to meet with **[Representative/Senator Last Name]** on May 4. This is the first time since 2019 that ENA's Day on the Hill returns to Washington, D.C. and it would be nice to be able to meet in person. If an in-person meeting is not possible, I would like to schedule a virtual meeting from May 5-13.

Specifically, I would like to discuss ENA's current legislative priorities related to workplace violence in health care facilities and possibly other issues impacting emergency health care.

If **[Representative/Senator Last Name]** is unavailable to meet, I would be pleased to meet with the staffer handling health care issues. I look forward to hearing back from you.

Thank you for your assistance.

**[Your name, address, phone number, email address]**

**KEEP AN EYE OUT FOR FUTURE EMAILS WITH MORE INFORMATION ABOUT DAY ON THE HILL.**