

Dear [SENATOR or REPRESENTATIVE] [LAST NAME]:

I am contacting you today to discuss [increasing economic and social mobility] for all members of our community, with a specific focus on [the legislation you want to discuss, or the specific issue you want to talk about]. [Include specific solutions you'd like to share or promote, or other things you want the lawmaker to walk away with from your conversation.]

I will be available to meet with you [virtually/at your location office] on [available dates] and would welcome the opportunity to speak with you about these issues. I can be reached at the phone numbers listed below and will look forward to hearing from you regarding a time we can meet. Thank you for your consideration.

Respectfully,

[YOUR NAME]

[YOUR ADDRESS]

M: [YOUR MOBILE PHONE]

O: [YOUR OFFICE PHONE]

H: [YOUR HOME PHONE]