Formal Congressional Meeting Request

[Your Organization's Name]

[Date]

**[The Honorable [fill in with Representative or Senator]**

**[Office Address]**

Re: Request for a Meeting

Dear [Representative / Senator insert last name]:

I work with the [insert PSO name], a group that represents # foundations in your [district /state], and I am writing on their behalf to request the opportunity to meet with you on [give several date options] during the August recess. We are one of many members of [United Philanthropy Forum](https://www.unitedphilforum.org/) engaging with elected representatives during the August recess to share more about how our foundations impact communities in your [district /state] and our public policy priorities.

We understand that lawmakers frequently use this time to meet with constituents, host town halls, and attend local gatherings. This presents a great opportunity for our member foundations to inform you on issues that are important to your [district /state] and the philanthropic sector.

Joining me will be a small group of leaders from several [State Name] based foundations, including [name a few foundations], and others. [State Name] is home to more than [# of foundations] private, family, corporate, and community foundations. These foundations distribute almost [$$$] million to public charities annually, a significant majority of which is directed to benefit citizens of [State Name].

During our meeting, we would like to discuss the work of foundations, the vital role of charitable giving, its inextricable link to thriving communities, and its impact in the state of [State Name].

Please let me know when you will have time to meet with us on [dates and times].

Thank you for considering this meeting request. [Organization] is grateful for your continued leadership and look forward to meeting you.

Best,

[Signature]

[Title]

[Organization]