



[Date]

Honorable [Insert member name]  
United States Congress  
[City, State, Zipcode of District office]

**ATTN: SCHEDULER**

Dear [member name]

My name is [your name]. I am a constituent in your district and an active member of Doctors for America, a non-partisan national organization of 16,000 physicians and medical students fighting for access to quality health care for all Americans.

[I/We] would very much appreciate the opportunity to meet with you to discuss what we feel are critical components of gun violence prevention, a public health priority. [I/We] would like to explore ways in which we, as health providers, can provide gun safety education and help you advance gun violence prevention legislation as a priority for our nation's health.

[I/We] would like to schedule a meeting with you at your [city name] office on [INSERT DATES AND ANY SPECIFIC TIME RESTRICTIONS YOU HAVE HERE]. While meeting with you is preferred, [I am/We are] willing to meet with a staffer as well.

Thank you very much for your consideration. [I/We] very much look forward to meeting you.

With best wishes,

[Your Name]  
[Specialty/Medical Student]  
Doctors For America

[Your Address]  
[Your Phone Number]  
[Your Email]

**Name of attendees (with titles, organizations, and cities):**

**Date(s) requested:**

**Issues to be discussed:**

**Contact person (name, phone, and email):**

**Day-of contact person (name and cell phone):**