Meeting Request Letter

[Contact Name]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

[Date]

Dear Mr./Ms./Dr./Mrs. First name Last name,

I am writing to request for an appointment with you on [date] at [time] in [place]. I am a member of Human Right Champions [HMC] in [your town or city] and I would like to discuss your responsibilities Senator of [city] and the way you may contribute to championing for human rights in [state]. [Name and job title] will also be attending the meeting. You may come along with other members of the Senate, friends, or representatives to the meeting.

I realize that you are a busy person and I would like you to please confirm that you will attend the meeting between [time] and [time]. For more information contact me at [phone number] or email at [email address]. I will call your office line before [date] to confirm the details of the meeting.

Thank you for considering my request to meet and I am looking forward to hearing from you.

Yours sincerely,

[Name]

[Title]