

[COALITION LOGO, IF APPLICABLE]

[DATE]

Senator/ Assembly Member [FIRST, LAST NAME]  
California State Senate/ Assembly  
State Capitol, Room [##]  
Sacramento, California 95814  
Attn: Scheduler

Subject: Appointment Request

Dear Assembly Member/ Senate [LAST NAME],

The [CAOLITION NAME] is part of a group of 21 Regional Coalitions, spanning 48 California counties, that focus on improving the lives of seniors and persons with disabilities. We are comprised of [MEMBER ORGANIZATIONS/ MEMBERSHIP DESCRIPTION].

Our Coalition serves Californians in your district and will be spending the day at the Capitol on Tuesday, September 17, 2019. We would like to request a meeting that day with you, or a staff representative, to share information about critical issues impacting constituents in [AREA REPRESENTED BY MEMBER] and throughout the state. We expect the meeting to run about 20 minutes.

Please let me know which of the timeslots below would work best for your office, or if I can provide you with any additional information.

- 12:30 - 12:50 pm
- 1:00 - 1:20 pm
- 1:30 - 1:50 pm
- 2:00 - 2:20 pm
- 2:30 - 2:50 pm
- 3:00 - 3:20 pm

Many of us are looking forward to establishing a mutually beneficial working relationship with you and your staff. When we improve the lives of seniors and those with disabilities we benefit those families, our communities, and the state. In this current precarious political climate, it is more important than ever that we all work together.

You may reach me at [CONTACT EMAIL] or by phone at [CONTACT PHONE] with any questions or to confirm an appointment time.

Thank you for your consideration,

[NAME]

[CONTACT AGENCY]