

Sample Email Letter:

Dear Scheduler:

My name is _____. I am a pastor from (your state/district). I will be in Washington, D.C. on Tuesday and Wednesday, March 15-16, 2022 and would like to request a 10 minute appointment with Senator/Representative (Name of Leader). I am available on Tuesday, March 15th from 12:00 p.m. to 3:00 p.m., or on Wednesday, March 16th from 12:00 p.m. to 3:00 p.m.

The purpose for this appointment is to honor the office that Senator/Representative (Name of Leader) fulfills in leadership for our state and country.

Thank you for your consideration of this request and I look forward to hearing back from you soon.

Sincerely,

Pastor _____

(Phone Number, City and State)