

Date

Legislator Name  
Address  
City, State, Zip

Dear Representative/Senator:

I am writing to request a meeting to talk with you about the issues and programs impacting the lives of young children and their families in our community. *[Insert description of program here – including the numbers you serve and the services provided – for example - The Ounce of Prevention Fund invests in the healthy development of at-risk infants, toddlers and preschool children. We use an innovative cycle of programs, research, training, policy analysis and advocacy to help young children succeed in school and throughout life. We directly serve X children and families in Chicago through our Educare early childhood school.]*

I am available on the following dates and times:

[Insert your availability]

I will contact your office to see which date will be the most convenient for you. If none of these dates are possible, I am happy to look for another date and time. In the meantime, I can be reached by phone at \_\_\_\_\_ or by e-mail at \_\_\_\_\_.

Sincerely,

Name,  
Title  
Program/Organization