**TEMPLATE MEETING REQUEST**– Please place on hospital letterhead and add hospital-specific details

Date

The Honorable [FIRST AND LAST NAME]

Attention: [SCHEDULER FIRST AND LAST NAME]

 [SCHEDULER EMAIL ADDRESS]

Dear Representative [LAST NAME]:

As a Member of Congress, you play a crucial role in shaping the legislative proposals that impact hospitals and the communities we serve. From Medicare and health care privacy to drug pricing and workforce challenges, many complex issues will come before you in the final months of this year.

As the [CEO/PRESIDENT] of [HOSPITAL NAME] in [CITY], and on behalf of our leadership team and board of directors, I invite you to join us for a hospital visit during the August district work period. We look forward to discussing our hospital’s mission to serve the community and hearing your insights on key health care issues. We also wish to share the challenges we face, the steps we are taking to ensure health care is accessible for everyone in our community, and how you can help.

Attached is a brief overview of [HOSPITAL NAME].

I will follow up with your office soon to schedule a visit.

Please feel free to reach me directly at [INSERT PHONE NUMBER AND EMAIL].

Thank you for your commitment to California’s hospitals and the patients they care for.

We look forward to visiting with you.

Sincerely,

[Signature]

[Name]

[Title]

Attachment