***Request for an Appointment with Legislator***

*This letter should be sent to both your state senator and representative by February 30, 2022. Try to schedule appointments with both.*

*Use your agency’s letterhead and if you have a general brochure about your agency, please include it.*

The Honorable *[legislator’s full name]*

Missouri Senate *[or House of Representatives]*

State Capitol

Jefferson City, MO 65101

Dear Senator *[or Representative] [ Last name]*

March 2022 marks the date of this year’s **Missouri Legislative Month of the Missouri Hospice and Palliative Care Association**. I am writing to request an appointment for myself and *\_\_\_\_ others* from the *[your town and agency name]*. We want to discuss our hospice, legislation that affects hospice care, and FY 2022 MO Health Net funding for hospice care. We would like to answer any questions you may have about the services we provide.

*[Name of your agency]* has provided hospice services to *[x number]* of families in your district since its inception in [*year]. [Insert a short paragraph about your agency here.]*

I will call your office soon to confirm the time of the appointment. I look forward to meeting (zoom/call) with you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and we thank you for your service to our community.

Sincerely,

Name

Title

Phone number