

## SAMPLE APPOINTMENT REQUEST LETTER

**\* Letters should be written on your letterhead. Governors and Regents should use ACP stationery.**

(DATE)

**For Senators:**

The Honorable (last name)  
United States Senate  
Washington, DC 20510

Dear Senator (last name):

**For House Members:**

The Honorable (last name)  
U.S. House of Representatives  
Washington, DC 20515

Dear Senator/Representative (last name):

Throughout the day of May 20, members of the American College of Physicians (ACP) from (your state) will be meeting individually with their representatives in Congress.

I am writing to schedule (or confirm) a meeting with you to discuss issues of concern to physicians and their patients. ACP is the nation's largest medical specialty society representing 126,000 physicians practicing internal medicine and its subspecialties, as well as students with an interest in the specialty.

The issues of greatest concern to ACP include: addressing the growing crisis in the primary care workforce and its intrinsic tie to providing all Americans with access to affordable health coverage; enacting a long-term Medicare physician payment fix that provides positive, predictable and stable updates; providing sustained incentives for quality improvement and positive incentives for physicians, particularly those in smaller practices, to acquire electronic health records and other health information technologies in support of care coordination and quality improvement; restructuring payment policies to support patient-centered care coordination.

*(If you do **not** have a specific time confirmed):*

I hope that we can arrange for an appointment with you on May 20. I intend to follow-up with your office to determine the best meeting time.

Thank you. I look forward to meeting with you. *(Add time and date, if set)*  
Sincerely,