

**SAMPLE APPOINTMENT REQUEST/CONFIRMATION 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)  
House of Representatives  
Washington, DC 20515

Dear Representative (last name):

Throughout the day of May 17, 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 119,000 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 Medicare reform, quality improvement, and strengthening primary care.

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

I hope that we can arrange for an appointment with you on May 17. I will call your office to determine the best meeting time.

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

Sincerely,