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 24, 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 148,000 physicians practicing internal medicine and its subspecialties, as well as students with an interest in the specialty.

We would like to discuss with you issues of interest to ACP:

- **Improvements to the Affordable Care Act**: Stabilizing the insurance market, covering more people, and protecting Medicaid to ensure greater access to care.
- **Addressing Administrative Burdens**: Reducing the growing number of administrative burdens associated with payment, regulatory, and clinical documentation requirements.
- **Advancing Chronic Care Management**: Improving payment, eliminating cost-sharing, and reducing regulatory barriers to chronic care management.
- **Reducing the Price of Prescription Drugs**: Addressing the high cost of prescription drugs through greater pricing transparency and funding to speed up approval of life-saving drugs.
- **Reforming the Medical Liability System**: Implementing bipartisan, innovative reforms that will reduce the costs of medical liability insurance and defensive medicine.
- **Addressing the Opioid Use Epidemic**: Reducing barriers to integrating behavioral health into primary care and addressing the related rising death toll from opioid use.
- **Supporting Graduate Medical Education**: Reforming GME to prioritize funding toward physician specialties facing shortages, including primary care internal medicine and ensuring sustainable funding by all payers going forward.

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

I hope that we can arrange for an appointment with you on May 24. 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,
(Your Name)