

## 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 15, 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 154,000 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 that include: reducing the high cost of prescription drugs, addressing excessive administrative tasks on physicians and patients, prioritizing funding for key federal workforce programs that support primary care, like the National Health Service Corps, Title VII Health Professions, and Graduate Medical Education, stabilizing the health insurance market, and implementing meaningful reforms to address firearms-related injury and death. Many of these issues enjoy bipartisan support and we look forward to working with you to address them.

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

I hope that we can arrange for an appointment with you on May 15. 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)