



A Jewish Response
To Hunger

Congressional Meeting: Sample Invitation

You may use this sample letter to request a meeting with your Member of Congress. Fill in the bracketed areas as appropriate, though don't be afraid to add additional information about who you are, or why you are requesting the meeting (but keep it concise!). Use organizational letterhead if applicable. Please fax or email your letter directly to the scheduler for the Member of Congress. Each office generally has a preference for how requests should be submitted, so it is important to call first and ask how they would like to receive the invite. Don't hesitate to reach out to MAZON with any questions, and be sure to inform us that you are asking for a meeting!

[DATE]

The Honorable [Member's First and Last Name]
[U.S. House of Representatives OR U.S. Senate]
ATTN: [Scheduler Name, obtained by calling the Congressional office]
[District Mailing address (obtained off of Member's website)]
[Fax Number or Email address (depending on how you are sending the request)]

Dear Representative/Senator [Last Name]:

As partners of MAZON: A Jewish Response to Hunger, and on behalf of [LIST COMMUNITY LEADERS IN YOUR CONSTITUENCY AND/OR PARTICIPATING ORGANIZATIONS], I would like to request an appointment with you on [FILL IN DATE OR DATE RANGE]. We hope Representative/Senator [Last Name] will be able to meet with [ESTIMATED NUMBER OF PEOPLE ATTENDING] constituents to discuss the importance of the SNAP program - an extremely efficient and effective federal nutrition program that helps lift millions of Americans out of poverty each year, and other legislative opportunities.

I look forward to hearing from you about how best to set up this meeting. Please contact me at [INSERT YOUR EMAIL AND PHONE NUMBER HERE] at your earliest convenience.

Thank you,

[Name]
[Organization/Congregation]
[City/State]
[Phone number and/or Email]

About MAZON: A Jewish Response to Hunger

Inspired by Jewish values and ideals, MAZON is a national advocacy organization working to end hunger among people of all faiths and backgrounds in the United States and Israel. For more information on MAZON, please visit mazon.org.