

# Setting Up Legislative Meetings

Reach out to the names on the [congressional office scheduler list](#) to set-up meetings and modify the sample letter below. Submit your appointment information through the jotform link: <https://form.jotform.com/240105596370150>

## Sample Letter

ATT: Scheduler and Health Legislative Assistant

Dear (Representative or Senator),

My name is [Your Name], and I reside in [Your Town/City], which falls within your district. I am writing to you as a constituent and a licensed respiratory therapist currently employed at [Name of Your Employer].

As a member of the [Your State's] Society for Respiratory Care, representing nearly [Number of Licensed Respiratory Therapists in Your State] licensed respiratory therapists in our state, I am deeply invested in advocating for the interests of pulmonary patients and the advancement of the respiratory therapy profession.

I am pleased to inform you that on May 7, 2024, I will be participating in the American Association for Respiratory Care (AARC) annual Respiratory Fly-in. During this event, we will be advocating for important issues concerning Medicare pulmonary patients and the role of respiratory therapists.

I would greatly appreciate the opportunity to meet with you or a member of your staff during my visit to Washington, D.C. to discuss the critical role that respiratory therapists play in the lives of pulmonary patients and the importance of supporting policies that enhance patient care and promote the profession.

Thank you for considering my request. I look forward to hearing from you.

Sincerely,  
Your Name] [Your Street Address] [City, State, Zip Code]