



SAMPLE MEETING REQUEST EMAIL

ADAPT FOR LOCAL OR DC MEETINGS

To: _____, (Member of Congress)
cc: _____, (Foreign Policy Legislative Assistant, add other relevant aides as well)
cc: _____, (Scheduler)

Subject: Request for Meeting with constituents

Dear Representative or Senator _____:

Members of the _____ chapter of Student Global AIDS Campaign (SGAC) are requesting the opportunity to meet in person with Representative or Senator _____ when s/he is in district between _____. SGAC is an internationally focused student-led movement demanding sufficient resources, effective prevention, and guaranteed access to treatment and care for all who are at risk or living with HIV. Our college-based chapters work in partnership with individuals and organizations in our communities that care about the same issues.

The global AIDS epidemic has changed a great deal due to the U.S. investment but we are at a pivotal moment to end the epidemic that demands further political will.

We have the science. UNAIDS and the WHO agree, if we can double the number of people on treatment by 2020 we can end all new infections by 2030. Treatment doubles as prevention by reducing viral loads to undetectable, and significantly reduces opportunities for transmission. Countries with high infection rates are taking action to implement test and treat, and need support from developed countries to control this still urgent public health crisis.

We have the money. Total U.S. spending on foreign assistance is less than 1% annually. Adequate and consistent resources from the U.S. will save lives and be used efficiently in proven effective programs such as PEPFAR and the Global Fund for AIDS, TB, and Malaria. If we don't increase funding over the next three years, we risk forfeiting the end of the AIDS epidemic by 2030.

When we meet with you we would like to discuss some of the most pressing issues described above. We are very interested to hear your views and find ways we can work together, as well as ways that we can serve as a resource and support to you.

Thank you for considering our request. We will follow up with your office to set up the meeting. We also would like to receive information about your town meetings and other planned public appearances in our area. We look forward to hearing from you.

Sincerely,

Chapter leader name, SGAC

Another chapter leader name, SGAC