



[Date]

The Honorable [Jane Smith]

[Office Address]

ATTN: [Scheduler's Name, fax number]

Dear [Representative / Senator Smith],

As your constituent and as a member of the Arab American Institute, I am writing to request a meeting with you to discuss the current crisis in the Middle East. [Mention briefly any additional credentials (appointed office, role in local Arab American organizations, volunteering on campaign, party work) that would convince the scheduler to make you a priority.]

Needless to say, my community has been extremely troubled watching the current situation unfold. Too many innocent people, on both sides, are suffering and the United States must play a leadership role in bringing this conflict to a resolution as quickly as possible.

[If possible, say something positive about your member's leadership on the issue and provide a quote] In this spirit, Congress must act to show the world that we will not stand by while the situation in the Middle East devolves even further.

I will be available to meet with you at your district office during your August recess, preferably on August 16<sup>th</sup>, to discuss these very important issues further. I would like to bring with me my colleagues, [list colleagues, if applicable], also from [your state/district]. Together we can help to stop the violence and move the Middle East back down the path towards healing and peace.

Respectfully yours,

[Dr./Mr./Mrs. \_\_\_\_\_ ]

[Address]

[PHONE NUMBERS]

[E-mail address]