

Setting up Congressional Meetings

We recommend contacting congressional offices for meetings about a month in advance, particularly if you'd like to have the Senator/House member in attendance, rather than just staff.

Below are two ways to contact your elected representatives: a sample email and talking points for a phone call. It is best to choose just one option for your first attempt. Either send an email or place a phone call.

Phone Call Option

Directory for House members: <https://www.house.gov/representatives>

Directory for Senators: https://www.senate.gov/general/contact_information/senators_cfm.cfm

Phone Call Talking Points

Don't feel like you have to say everything below. These are just suggestions for points you may want to make. Be prepared to provide your email address and/or phone number and how many will be in your group.

Highlighted areas are sections that need editing, depending on who you are calling and what state he/she represents.

- Hello, I'm a constituent of **Congressman A/Senator A** from **Fairfax, Virginia**.
- I am part of a contingent of independent insurance agents who will be coming to Washington, D.C., as part of the National Association of Professional Insurance Agents (PIA)'s Federal Legislative Summit.
- I'd like to set up a meeting with **the Congressman/Senator** and/or the staff member who handles insurance issues **on Wednesday April 25, 2018 between 10:00am and 4:00pm**. The purpose of the meeting would be to discuss a variety of insurance issues, like flood insurance, the regulation of insurance, crop insurance, and health care.
- While I understand the **Congressman/Senator** has a busy schedule, I'd greatly appreciate it if **he/she** could come by the meeting, even if only for a few moments.

Email Option

Highlighted areas are sections that need editing, depending on who you are writing the email to and what state he/she represents.

Subject Line: Constituent Meeting Request

Dear Jason:

My name is John Smith, and I am a constituent of Congressman A/Senator A from Fairfax, Virginia. I'm writing to you because I believe you are the staff member who handles insurance issues for the senator/congressman. If I am incorrect, I would appreciate you connecting me to the correct staff member.

I am part of a contingent of independent insurance agents who will be coming to Washington, D.C., as part of the National Association of Professional Insurance Agents (PIA)'s annual Federal Legislative Summit (FLS). Each year during our fly-in, independent agents from around the country, including Virginia, come to Capitol Hill to discuss insurance issues with our elected representatives.

I would like to set up a meeting with you on **Wednesday April 25, 2018 between 10:00am and 4:00pm**. The purpose of the meeting is to discuss a variety of insurance issues, such as healthcare, flood insurance, the regulation of insurance, and crop insurance

Also, while I understand the Congressman/Senator has a busy schedule, if he/she is able to come by to meet with us, we would greatly appreciate the opportunity to meet him/her and perhaps take a photo during our meeting.

I look forward to hearing from you. Please let me know if you have any further questions.

Sincerely,

John Smith (your name)