**Sample Meeting Request Email**

Dear [Sen/Rep],

On Wednesday, May 10th I will be joining leaders from Organ Procurement Organizations (OPO) across the country who will be in Washington, D.C. to meet with Members of Congress. As the [Title] of your local OPO and your constituent, I am writing to request a meeting with you.

[Name of OPO] is the federally-certified OPO covering your [ – District or State]. In this capacity our [#] employees, as well as many volunteers, work with families, hospitals, and transplant centers to perform the life-saving mission of organ donation and transplantation within our service area. I would like the opportunity to update you on our work including an OPO community initiative to reach a goal of 50,000 annual organ transplants in 2026.

I am available to come to your Capitol Hill office any time that is convenient for you on the 10th.

Thank you for considering my request. I look forward to meeting with you.

Sincerely,

Cc: Scheduler