

FPMA Office Visit Request

Sample Letter

[YOUR STREET ADDRESS]
[YOUR CITY, STATE, ZIP]

[ELECTED OFFICIAL'S NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP]

[DATE]

Dear [REP./SEN. NAME]:

With health care such a high priority this year, we would like to extend an invitation to you and your staff to visit our Podiatric Foot and Ankle office, [CLINIC NAME].

INSERT THE SHORT DESCRIPTION OF YOUR OFFICE.

We welcome the opportunity to have you visit us, see our office, visit with your constituents, and [INSERT YOUR OWN GOAL/PURPOSE HERE]. I realize your schedule is extremely hectic, but I will gladly work to find a time that's best for you in the month of August. If you are unable to join us, please direct us to a staff member who might be able to visit our offices and learn more about the importance of Foot and Ankle Specialist care for constituents in your District.

Will you please contact me at [PHONE #] or [E-MAIL] to confirm a meeting time?

Thank you for your consideration and we will be contacting your office shortly to follow up.

Sincerely yours,

[YOUR NAME]