Introductory Email to New Legislators in Congress

Dear Representative/Senator LAST NAME:

On behalf of the American Academy of Ophthalmology and as a constituent in INSERT CONGRESSIONAL DISTRICT OR STATE, I’m writing to congratulate you on your recent election to the U.S. House of Representatives/U.S. Senate.

I am a local ophthalmologist in your district, delivering high-quality eye care to my patients and your constituents. As you and your staff begin to work on behalf of our district/state, I wanted to request a meeting with you to discuss issues impacting my patients and profession. I’d be happy to host you at INSERT NAME OF YOUR OFFICE/CLINIC/ACADEMIC INSTITUTION and show you the day-to-day job of an ophthalmologist in your district and how impactful it is to provide high-quality eye care to the community. Please let me know at your earliest convenience if you’re interested in meeting and which dates and times work best for your schedule.

As a healthcare professional, if there is anything else I can do to support your critical work in the year ahead, please don’t hesitate to be in touch.

Sincerely,

YOUR NAME

TITLE

OFFICE/CLINIC/ACADEMIC INSTITUTION NAME