

Capitol Day Legislator Meeting Request Email Template

Email Subject Line: **RCPA Capitol Day Legislator Meeting Request**

Dear Representative/Senator _____:

On behalf of both the Rehabilitation and Community Providers Association and [INSERT YOUR LOCAL ORGANIZATION], I am writing to request an opportunity to meet with you during our Capitol Day on Wednesday, March 26, 2025. The purpose of the meeting is to discuss the upcoming state budget negotiations and the importance of human services to the daily lives of Pennsylvania citizens.

During this meeting, I will be joined by [insert names of other attendees and their positions in the organization].

I hope you will be able to meet during my/our visit to the Capitol on Wednesday, March 26. Please contact me at [insert phone number and email address] if you have any questions or need additional information.

Sincerely,

[INSERT FULL NAME, TITLE, ORGANIZATION, CONTACT INFORMATION]

Capitol Day Legislator Thank You Email Template

Email Subject Line: **RCPA Capitol Day – Thank You**

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with you when our group was in Harrisburg, PA, for RCPA's Capitol Day on Wednesday, March 26. I know you are very busy, and I am grateful that you made time to talk with us about issues that are important to our members. You will recall that we touched on the following key issues during our visit:

List some of the issues discussed with some of the key highlights of the issue.

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[INSERT FULL NAME, TITLE, ORGANIZATION, CONTACT INFORMATION]