



## EMAIL TEMPLATE: SETTING UP YOUR MEETING

Subject Line: Constituent Meeting Request

[Month] [Date], 2021

Dear [Senator/Representative] [Last Name],

As one of your constituents and a [ex. Student, nurse, mother, father, teacher, doctor, pharmacist, etc.], I would like to schedule some time to discuss global childhood vaccine access, an issue I am very passionate about. Considering the ongoing COVID-19 pandemic, I would appreciate a *virtual* meeting to speak with you at your earliest convenience.

As we approach World Immunization Week, I would like to discuss the value of U.S. funding for programs that immunize the world's most vulnerable children from devastating—but preventable—infectious diseases. These investments not only save lives but also strengthen broader global health security, improve country health systems, and have the potential to protect Americans and American interests at home and abroad by detecting and combating diseases that could become pandemic threats.

The COVID-19 pandemic has clearly demonstrated the importance of strengthening disease detection and child immunization, but it has also revealed gaps in health systems that must be addressed to turn the tide against the coronavirus and prevent future pandemics. As a supporter of Shot@Life, a national grassroots campaign with members spanning all 50 states, I am part of the effort to champion vaccines as one of the most cost-effective ways to save the lives of children in low-income countries.

I would appreciate the opportunity to talk with you at your earliest convenience. I can be reached at the following email, [email address], or [phone number] to arrange a virtual meeting. I will follow up later this week, as appropriate, pending confirmation of a time for the conversation. I look forward to hearing from you on this issue.

Sincerely,

[First + Last Name]

[Home Address]

[Phone Number]