

Who Represents My District?

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To Request a Meeting:

1. Call the office and ask the individual who answers the phone (likely a staff assistant or receptionist) for the full name and email address for the member's District Scheduler. Members of Congress usually have two schedulers—one for when they are in Washington, DC, and one for when they are back in the State/District.
2. After you receive the staffer's contact information, send a short email to them directly requesting a meeting. You can use the following sample email as a template, but please remember to personalize your message.

For questions, please contact Safe States' Director of Government Relations at Paul.Bonta@safestate.org.

Suggested Meeting Request Template:

To: **Staffer@email.gov**

Subject: August Meeting Request

Hi **[Name]**,

My name is **[your name]** and I work as **[title]** at **[employer]**. I am requesting the opportunity to meet with **[Senator/Representative]** **[Last Name]** to discuss injury and violence prevention programs here in **[State]** funded through the CDC Injury Center. We would like to conduct this meeting in-person if schedules allow.

The meeting would be attended by me [and other relevant individuals as applicable]. Below please find a list of dates and times our group is available to meet. Does **[Senator/Representative]** **[Last Name]** have any availability during these times?

[Dates/Times]

I am also available to meet with staff if the **[Senator/Representative]** is not available.

Thank you for considering this meeting request. I look forward to hearing from you.

Sincerely,

[your name]