

Subject: Meeting Request 1/24/24 - (Name of your agency)

Dear (Scheduler),

On January 24, 2024 a coalition of child care, ending child poverty, and food programs are convening for our 5th annual advocacy partnership day.

We would like the opportunity to meet with (Assembly Member/Senator (name)) and your staff, (either virtually or in-person.)

During our meeting, we anticipate informing and educating legislators and staff on impactful programs that lift up and strengthen supporting families and children.

We are looking for a 30-minute timeframe on your schedule for January 24, 2024. Further, if there is specific information that you would like us to be prepared to share, let me know.

Thank you for your attention to this request