

Subject: Meeting Request 1/21-(Name of your agency)

Dear (Scheduler),

On January 21, 2021 a coalition of child care, ending child poverty and food programs are convening our second annual advocacy partnership day.

We would like the opportunity to virtually meet with (Assembly Member/Senator (name)) and your staff.

During our meeting, we anticipate sharing information on impacts and programs targeted with meeting the needs of our most fragile families and children. Further, where appropriate we will share with you input of where investments and funding can make the largest impacts.

We are looking for a 30-minute timeframe on your schedule for January 21, 2021. 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.