



**American Planning Association  
Planners Advocacy Week  
Sample Scheduling Letter**

---

If you haven't already scheduled your meeting, use this template to draft a meeting request. Please see the guide to "Scheduling a Meeting with Your Elected Official" in this packet, and contact APA's government affairs staff with any questions or problems.

The Honorable [Insert Name]  
123 Green Street  
Greenville, GN 12345

Via fax: (333) 333-3333  
Attn: Scheduler's Name

[Insert Date], 2005

Dear Representative or Senator [Insert Name],

During the week of December 5, members of the American Planning Association (APA) throughout the country will participate in **Planner's Advocacy Week**. This is an outreach effort that provides APA members like me an opportunity to discuss legislation that is important to us with our congressional representatives. As one of your constituents, I would be honored to meet with you for a brief visit on December **[Insert Date]** while you are back in your district office during congressional recess. If you have some time at **[Insert Time]** to meet for about half an hour, that would be great.

While members of APA are interested in legislation that addresses a variety of issues — ranging from affordable housing to transportation and water quality — disaster mitigation is one of our top legislative priorities. Post-Katrina relief and recovery bills, because they contain provisions that affect the health, prosperity, and future of all our communities, should be carefully constructed and deserve your attention.

As I understand it, Congress will continue to discuss a federal legislative response to Hurricane Katrina and hazard mitigation at large. I am eager to talk to you about the *Safe Communities Act of 2005* (H.R. 3524) and programs that are of great interest to me as a member of the planning community before you return to work in Washington, D.C. I look forward to meeting with you and having the chance to talk about this bill and the local community's stake and interest in it, as well as hazard mitigation issues around the state. Please let me know if I may provide you with additional information. My contact information appears below. Thank you for your time.

Sincerely,

Your Name  
Your Address & Phone