

**Template Letter for Requesting a Meeting with Member of Congress/Congressional
Staff
(Faxed or Emailed)**

Date

To: **Scheduler, Representative/Senator Name**

From: **Your Name**

Re: Meeting Request

Dear **Scheduler First Name:**

As a medical simulation professional who lives in **City, State**, I am writing to respectfully request a meeting with the **Senator/Representative** to discuss a number of issues of priority to me and Advanced Initiatives in Medical Simulation (AIMS) or the Society for Simulation in Healthcare (SSH). I am hopeful that the **Senator's/Representative's** schedule will permit us an opportunity to meet **sometime in MONTH when you are home/while I am in Washington, DC on Month date**, so we can become acquainted and discuss issues affecting the people of our **state/Congressional District**.

I would like to discuss medical simulation; specifically, the Enhancing SIMULATION Act, which aims to advance the use of medical simulation. Medical simulation is a method of clinical skills training for physicians, nurses, allied health professionals, combat medics, and emergency personnel using mannequins and virtual reality with feedback from specially trained faculty, standardized patients, peers, and video tape. Simulation-based training provides better trained health care providers, reduces medical errors, decreases health costs and incidents of malpractice, improves clinical competencies, and improves the quality of patient care overall.

If **Representative/Senator Name** is unavailable, I would like to meet with the aide responsible for health-related issues. I may be reached by phone at **phone number** or email at **email address**. I look forward to hearing from you soon.

Sincerely,

First Name Last Name, Degrees
Home Street Address
City, State Zip
Phone Number/Email Address