**Email Template #1:** Scheduling Meetings with YourMembers of Congress

**CC:** [MSanchez@unfoundation.org](mailto:MSanchez@unfoundation.org)

**Subject:** UNA-(Chapter Name) |In-District Meeting Request with Sen./Rep. Name  
  
Dear [Member of Congress/Staffer Name],

My name is NAME and I am a member of the United Nations Association of the USA, a grassroots advocacy organization that champions U.S. leadership at the UN. I am also a proud constituent of your district/state!

On behalf of our chapter, I would like to request an in-district meeting with Representative/Senator \_\_\_\_\_\_\_ on (Day), Month Date. We kindly request that this meeting be scheduled in the morning/afternoon at 00:00, at the Congressman/woman’s district office in district office location. As a chapter leader of UNA-[chapter name], I will be accompanied by a delegation of constituents from your state/district who are eager to work with your office.

**We believe that American interests and values can be advanced through strong U.S. leadership and engagement at the United Nations.**

For over 70 years, the UN has worked to maintain international peace and security, promoted human rights, and has ensured cooperation between 193 countries on critical economic and social issues. In our meeting with Representative/Senator \_\_\_\_\_, we hope to discuss the Congressman/Congresswoman’s support for the United Nations in the coming year and beyond.

If the Congressman/Congresswoman is unavailable to meet, our delegation would gladly meet with a staff member whose portfolio focuses on foreign policy issues. You can follow-up with me at email address and/or ###-###-####. Thank you in advance. I look forward to hearing from your office soon.

Best wishes,

NAME

**Email Template #2:** Thanking YourMembers of Congress

**CC:** [MSanchez@unfoundation.org](mailto:MSanchez@unfoundation.org)

**Subject:** UNA-(Chapter Name) |In-District meeting follow up with Sen./Rep. Name

Dear Member of Congress:

On behalf of our UNA-USA chapter, we would like to thank you for taking the time to meet with us on DATE. As we discussed during our meeting, we believe that American interests and values can be advanced through strong U.S. leadership and engagement at the United Nations.

For over 70 years, the UN has worked to maintain international peace and security, promoted human rights, and has ensured cooperation between 193 countries on critical economic and social issues. We hope that you will continue to support the vital work of the UN on the House / Senate floor in the coming year and beyond.

Thank you again for your time and public service. If you have any follow up questions, please contact the UNA-USA national office at [membership@unausa.org](mailto:membership@unausa.org).

Sincerely,

NAME