

[DATE]

Office of the Honorable [Assemblymember or Senator]

[ADDRESS]

Dear [Assemblymember or Senator] _____:

I am writing to request an appointment with you during the next few weeks to discuss California's budget and health care programs. I am a family medicine physician from your district. I am also a member of the California Academy of Family Physicians (CAFP). With more than 9,500 members, including active practicing family physicians, residents, and medical students interested in the specialty, CAFP is the largest primary care medical society in California, and the largest chapter of the American Academy of Family Physicians. California health care legislation is important to my practice, my colleagues, and to my patients who make up our community.

[INDICATE THE NAMES OF INDIVIDUALS ATTENDING THE MEETING AND WHICH DISTRICT OFFICE (IF MORE THAN 1) WOULD BE MOST CONVIENENT]

Thank you for your assistance with this request. In the meantime, if I can provide any additional information or be of further assistance, please have your scheduler let me know of your availability through email **[YOUR EMAIL]** or by phone **[YOUR PHONE NUMBER]**.

Sincerely,

[NAME]