**Congressional Meeting Request Outreach Email Templates
Visits on Terminations of CRS Food Security Programs**

Please feel free to use and adjust these templates as needed. The exact text does not need to be used.

[**Group Meeting Outreach Template**](#_Group_Meeting_Outreach)

[**Individual Meeting Outreach Template**](#_Individual_Meeting_Outreach)

# Group Meeting Outreach

**To**: Congressional office staffer and/or scheduler

**Subject**: Meeting Request, Reverse Terminations for Lifesaving Food Security Programs

*Note: Please update the yellow highlights with the appropriate information that pertains to your group and the office you are reaching out to.*

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Dear [Staff Person],

My name is [Name]. I am writing on behalf of a group of [number in group] constituents from across the [state/district] to request the opportunity to meet with [name of elected official] or [her/his] staff.

We would appreciate the opportunity to discuss the need to reverse the terminations of Catholic Relief Services’ Food for Progress and McGovern-Dole Food for Education programs and continue lifesaving and life-affirming food aid. We look forward to sharing our faith-formed views on the importance of opposing efforts to disrupt lifesaving food security programs that are crucial to worldwide and domestic safety, security, and prosperity.

Our group consists of passionate members of [communities/schools/parishes/etc] from across the [state /district] who care deeply about the leadership role the United States plays in addressing global poverty. We have dedicated ourselves to learning about and acting on this important issue through our engagement as supporters of Catholic Relief Services.

Would [name of elected official] or a staff member be available for a meeting [on Zoom or at his/her local office (indicate closest office to your group)]? Our group is typically available on [specify dates and times that your group is available].

Thank you for your consideration of our request.

The names of the expected meeting participants are listed below.

Kind Regards,
[Name]

[CRS Chapter/Club/Coalition/Group Name]

*List out the names of expected meeting participants and their chapter/coalition/group affiliation.*

# Individual Meeting Outreach

**To**: Congressional office staffer and/or scheduler

**Subject**: Spring Recess Meeting Request, Foreign Aid

*Note: Please update the yellow highlights with the appropriate information that pertains to you and the office you are reaching out to.*

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Dear [Staff Person],

My name is [Name]. I am writing as a constituent of [state/district] to request the opportunity to meet with [name of elected official] or [her/his] staff.

I would appreciate the opportunity to discuss the need to reverse the terminations of Catholic Relief Services’ Food for Progress and McGovern-Dole Food for Education programs and continue lifesaving and life-affirming food aid. I look forward to sharing my faith-formed views on the importance of opposing efforts to disrupt lifesaving food security programs that are crucial to worldwide and domestic safety, security, and prosperity.

I am a passionate member of the [name of community/parish/school] who cares deeply about the leadership role the United States plays in addressing global poverty. I have dedicated myself to learning about and acting on this important issue through my engagement as a supporter of Catholic Relief Services.

Would [name of elected official] or [her/his] staff be available for a meeting [on Zoom or at his/her local office (indicate closest office to you)]? I am typically available on [specify dates and times that you are available].

Thank you for your consideration of my request.

Kind Regards,
[Name]

[CRS Chapter/Club/Affiliation]