**Template Meeting Request Emails for Capitol Hill**

**Initial Meeting Request Email Template**

SUBJECT: Constituent Meeting Request – [COMPANY NAME]

Hi [FIRST NAME],

I hope this finds you well!

On behalf of [COMPANY NAME] in [CITY, STATE], I wanted to reach out to see if you’re available to meet with me next week to discuss home infusion and our efforts to provide patients with access to IV medications in the comfort of their own homes.

For patients with serious infections, cancer, heart failure, immune system diseases, and other conditions who need IV therapies, they can often receive these medications in their own home rather than institutional settings such as a hospital or nursing home. While home infusion is popular among patients with commercial insurance, current Medicare policy is severely impacting the ability of home infusion providers to serve this population. Moreover, as policy experts increasingly highlight the importance of home-based care in light of the COVID-19 pandemic, home infusion providers are well positioned to treat patients at home and keep our most vulnerable population out of institutional care settings.

Is there a time that works well for your schedule to meet with me over Zoom or a phone call next week?

Thanks,

**Second Meeting Request Email Template**

Hi [FIRST NAME],

I hope you had a good weekend! I wanted to follow up quickly on my recent email to see if you were available to meet to discuss pending legislation that would support access to care for Medicare beneficiaries in [STATE]. Please just let me know if there is a time that would work well on your end.

I look forward to hearing from you soon!

Best,

**Third Meeting Request Email Template**

Hi [FIRST NAME],

I know how busy things are in Congress right now, but I just wanted to make sure you had seen my email and see if you have time for a quick meeting to touch base on home infusion issues. [ORGANIZATION] is one of the leading home infusion providers in [STATE], and I would really appreciate the opportunity to brief you on an important legislative proposal that would increase access to care in the home for Medicare beneficiaries.

Would you happen to be available next week to discuss? I really appreciate your consideration!

Kind Regards,