**In-Person Meeting Request E-Mail**

Subject Line: Meeting Request: Meet with [Insert CHC Name] March 6, 2023

Dear [SENATOR/ASSEMBLY MEMBER/STAFFER NAME],

I am [insert name, title, and health center] and am requesting an in-person meeting with Senator/Assembly [insert last name] on Monday, March 6th – CHCANYS Capitol Day. The Community Health Care Association of New York State (CHCANYS) is convening NYS’ 70+ Federally Qualified Health Centers (FQHCs), also known as community health centers (CHCs), in Albany on March 6th to meet with their elected representatives and advocate for the importance of sustaining access to affordable high-quality primary care for all New Yorkers.

Share information about your health centers and thank them for any support that they have shown in the past.

Please confirm your office’s availability for **a 30-minute in-person meeting in the afternoon on Monday, March 6th**.

I look forward to hearing back from you.

Sincerely,

xxxxxx

**Follow Up Response to Schedule Virtual Meetings**

Dear [STAFFER NAME],

Since your office is not taking in-person meetings at this time, would Senate/Assembly Member [insert last name] or their staff be able to meet virtually?

Please let us know at your earliest convenience if your office has availability for a 30-minute virtual meeting any time between February 27-March 3.

Thank you for all that you do.

Sincerely,

Xxxxxxxxxxxxx

**Virtual Meeting Request E-Mail**

Subject Line: Meeting Request: Meet with [Insert CHC Name] February 27-March 3

Dear [SENATOR/ASSEMBLY MEMBER/STAFFER NAME],

I am [insert name, title, and health center] and am requesting a virtual meeting with Senator/Assembly [insert last name] any time between February 27-March 3. The Community Health Care Association of New York State (CHCANYS) is convening NYS’ 70+ Federally Qualified Health Centers (FQHCs), also known as community health centers (CHCs) for their Statewide Hybrid Advocacy Week 2023 to meet with their elected representatives and advocate for the importance of sustaining access to affordable high-quality primary care for all New Yorkers.

Share information about your health centers and thank them for any support that they have shown in the past.

Please confirm your office’s availability for **a 30-minute virtual meeting during February 27-March 3.**

I look forward to hearing back from you.

Sincerely,

xxxxxx