

SAMPLE APPOINTMENT REQUEST LETTER

*** Letters should be written on your letterhead. Governors and Regents should use ACP stationery.**

(DATE)

For Senators:

The Honorable (last name)
United States Senate
Washington, DC 20510

Dear Senator (last name):

For House Members:

The Honorable (last name)
U.S. House of Representatives
Washington, DC 20515

Dear Senator/Representative (last name):

Throughout the day of May 4, members of the American College of Physicians (ACP) from (your state) will be meeting individually with their representatives in Congress.

I am writing to schedule (or confirm) a meeting with you to discuss issues of concern to physicians and their patients. ACP is the nation's largest medical specialty society representing 143,000 physicians practicing internal medicine and its subspecialties, as well as students with an interest in the specialty.

We would like to discuss with you issues of interest to ACP:

- **Chronic Care Management:** Improving payment, eliminating cost-sharing, and reducing regulatory barriers to chronic care management.
- **Health Information Technology:** Reducing the burdens associated with EHR meaningful use regulations and clinical documentation requirements and enhancing usability and operability.
- **Telemedicine:** Eliminating payment and regulatory barriers to telemedicine in a way that supports the patient-physician relationship.
- **Behavioral Health and Opioid Abuse:** Reducing barriers to integrating behavioral health into primary care and addressing the related rising death toll from opioid abuse.

Also of importance to ACP is the need to advocate for critical reforms to Graduate Medical Education, including support for vital primary care workforce programs, like the National Health Service Corps and Title VII Health Professions programs

*(If you do **not** have a specific time confirmed):*

I hope that we can arrange for an appointment with you on May 4. I intend to follow-up with your office to determine the best meeting time.

Thank you. I look forward to meeting with you. *(Add time and date, if set)*

Sincerely,

(Your Name)