*Printed on Your Special District’s Letterhead*

[Date]

The Honorable [Your Legislator’s Name]

Oregon State [Senate or House of Representatives]

[Legislator’s District Office Address]

[City], OR [Zip Code]

**RE: Meeting Request**

Dear [Senator or Representative Your Legislator’s Last Name]:

I would like to request a meeting in your district office to introduce myself, update you on [Name of Your Special District] and provide an understanding of how our district serves the community of [Name of Community or Region Served].

As you may know, the [Name of Your Special District] was formed by our residents in [year of formation] to provide [type(s) of services]. We now serve [approximate quantity of families/households or population].

As a special district, we specialize in local services. We were formed to deliver a service the community wants, wants done well, and wants done with local control. We are a public agency that is owned and overseen by the residents we serve.

[Provide any additional details about programs, projects, or infrastructure that might be relevant in offering a snapshot of who your district is and what it does. Keep the letter to one page.].

My best available dates are [dates] during the hours of [time]. Please let me know if any of these times work for you. If they do not, I would be happy to work with your scheduler to find a date and time that accommodates your schedule.

Thank you for your consideration of this request. I very much look forward to meeting with you and discussing ways we can better serve the constituents we share.

If you or your staff have any questions or need to contact me, I can be reached at [phone number] or [email].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]