

## Schedule an Appointment

You can find who your legislators are and how to contact them at <http://mdelect.net>. To make an appointment for a visit to urge them to support access to high quality child care programs for all children, you can call the office or send an email or letter. Here is sample text requesting an appointment you can modify and use for a letter or an email. If you make a phone call to get an appointment, the language in the sample letter can be used when you speak with the legislator's staff.

### Sample Letter

[YOUR NAME]  
[YOUR STREET ADDRESS]  
[YOUR CITY, STATE, ZIP]

[DATE]

The Honorable [YOUR DELEGATE or SENATOR'S NAME]  
[ADDRESS]  
Annapolis, MD 21401

Dear [SENATOR/DELEGATE] [LAST NAME],

I am a constituent from [YOUR CITY], and I work as a [YOUR JOB]. I will be in Annapolis on Monday, January 28<sup>th</sup> for an Evening for Children's Advocacy, and I would like to meet with you to discuss how important quality child care is to the families in our community. May I schedule a few minutes with you sometime between 5:00 p.m. and 6:30 p.m.?

The Evening for Children's Advocacy is sponsored by Maryland Family Network, Maryland Association for the Education of Young Children, Maryland Head Start Association, Maryland State Child Care Association and the Maryland State Family Child Care Association. We come to Annapolis every year to thank you for the support you give to our state's youngest children and their families and to advocate for programs that help parents go to work and help children learn to be successful in school and in life.

I look forward to speaking with you on January 28<sup>th</sup>. Please contact me at [YOUR PHONE NUMBER] or [YOUR EMAIL ADDRESS] to confirm my appointment time. If you are not available on January 28<sup>th</sup>, I would appreciate an appointment to speak with your legislative aide.

Thank you very much.

Sincerely,

[YOUR NAME]

*The Evening for Children's Advocacy in Annapolis is sponsored by Maryland Family Network, Maryland Association for the Education of Young Children, Maryland Head Start Association, Maryland State Child Care Association, Maryland State Family Child Care Association and SEIU Local 500.*