**Sample email text requesting Congressional appointment for either House or Senate either virtually or in-person.**

**If you are coming to DC and the Representative/Senator cannot meet in person, ask for a virtual meeting the prior or following week.**

Subject: Meeting Request Congressman XXX (Can use specific subject lines to quickly identify who is replying)

(Dear XXX)

I am writing to request an in-person or virtual meeting with Congressman XXX during the week of March 3, 2025 to discuss federal funding for research into discovering a cure for tuberous sclerosis complex (TSC). If Congressman XXX is unavailable I am more than happy to meet with the legislative aide handling Defense health programs. (Last year I met with XXX)

My (son/daughter/myself) has this genetic disorder and …

[briefly explain your current situation]

Thank you so much for considering my request. I look forward to hearing from you soon.

Sincerely,

Name

Phone

Email

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TSC is characterized by seizures and tumor growth in vital organs such as the brain, heart, kidneys, lungs and skin. Individuals with TSC commonly begin having seizures during the first year of life. These seizures, as well as brain tumors, contribute to cognitive impairment, including learning disabilities, behavioral disorders and severe intellectual disability. As you might imagine, the toll on the family of a person with TSC is enormous. Every day two children in the United States are born with this terrible disease. Nevertheless, TSC is considered rare and there is no cure.

**I will be joining other volunteer community leaders from around the country for a week of virtual and in person advocacy during the week of March 3.** **I would be grateful if the Member of Congress or staff could find some time to meet with me to discuss the Tuberous Sclerosis Complex Research Program funding.**