**Subject:** Meeting Request: Local WIC Agency Staff Visit

Dear [Scheduler's Name],

I hope this message finds you well. I'm writing to request a meeting with [Senator/Representative] [Last Name] or a member of their staff on behalf of local WIC agency staff from [Agency Name] in [City or County].

Our team would appreciate the opportunity to share how the WIC program is supporting families in your district, especially through recent innovations like remote services and expanded access. We’d also like to highlight how federal policy decisions directly impact the families we serve.

We are happy to meet virtually or in person, depending on what works best for your office. Please let us know if you have availability in the coming weeks—we’re flexible and can adjust to your schedule.

Thank you for your time and consideration. We look forward to connecting.

Warm regards,  
[Your Full Name]  
[Your Title/Organization]  
[Email Address]  
[Phone Number]