Please send via email to congressional schedulers:

Dear Representative /Senator [INSERT NAME]:

I am writing on behalf of [INSERT STATION NAME], your local public television station that provides coverage to [INSERT SERVICE AREA], to request a virtual video meeting with you ahead of the annual appropriations process. We are hoping to schedule a meeting sometime between February 8, 2021 – March 8, 2021.

My colleagues and I would be honored to update you on what we’re doing here in [INSERT CITY, STATE OR REGION] to promote education, public safety, civic leadership and the preservation of local history and culture for the benefit of your constituents.

Education has always been at the heart of our mission, and during this past year, as the pandemic raged on, our station, and our public television colleagues throughout the country, stepped up in incredible ways to ensure a continuity in learning for all students, even those that didn’t have access to broadband. [DESCRIBE SOME OF YOUR EDUCATIONAL SERVICES DURING COVID-19].

We are proud to have been able to provide these services and expand our public service impact even as our own local and state funding resources were strained. This is what public television was built for, and the public-private partnership and federal seed money that goes into that partnership, is what makes all of our services possible.

There is so much more to the public media mission than just what is on the television screen today, and I believe you would find a brief exploration of our broadcast, online and on-the-ground services enlightening and encouraging. We at [INSERT STATION NAME] are particularly proud of our recent work on [HIGHLIGHT A LOCAL PROGRAM/EVENT/SERVICE RELATED TO EDUCATION, PUBLIC SAFETY, CIVIC LEADERSHIP OR A PRIORITY OF THE MEMBER OF CONGRESS].

Local stations like [INSERT STATION NAME] are able to leverage every $1 invested by the federal government to raise an additional $6 from local and private sources. This amounts to a six to one return on the federal investment that supports the education, public safety and civic leadership services that we provide to every American no matter what part of the country they live in or how they receive our services.

I look forward to discussing these issues with you and your staff in more detail, and providing more information about the services [INSERT STATION NAME] provides to your constituents.

Please have your scheduler contact me at [INSERT CONTACT PHONE NUMBER AND EMAIL] to find a good time to meet with you virtually via video in February or early March.

If you have appropriations forms for your office this year and deadlines for those forms, we would appreciate having that information as well.

Thank you very much for your time and consideration.

Sincerely,

[INSERT NAME]
[INSERT TITLE]