For Your Senators:

The Honorable **[FULL NAME]**   
**[ROOM NUMBER]** **[NAME]** Senate Office Building   
United States Senate   
Washington, D.C. 20510

For Your House Representative(s):

The Honorable **[FULL NAME]**   
**[ROOM NUMBER] [NAME]** House Office Building   
United States House of Representatives   
Washington, D.C. 20515

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 meeting with you when I am in Washington, D.C. on Wednesday, February 26, 2025.

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

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 PUBLIC SAFETY, EDUCATION, COMMUNITY CONNECTIONS OR A PRIORITY OF THE MEMBER OF CONGRESS].**

Federal funding is the cornerstone that makes all this incredible work possible, and it is essential to the continuation of these services in our local community.

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 on Wednesday, February 26th.

Thank you very much for your time and consideration.

Sincerely,

**[INSERT NAME]**

**[INSERT TITLE]**

**[INSERT STATION]**