

Hello [Staff/Scheduler Name],

On behalf of utility and nonprofit members of the National Energy and Utility Affordability Coalition in the state of **[insert state]**, I am writing to request a meeting with the office of **[Congressman/woman or Senator]** to discuss the FY 2026 **Low Income Home Energy Assistance Program (LIHEAP)** at the Washington, D.C. office located at **[insert address]** on **LIHEAP Action Day on Wednesday, March 5, 2025**, a national day of energy affordability advocacy.

Participating will be (additional participants may be added):

(list all)

[Agency/Utility]

[Address]

[Names of Participating Persons from this Agency/Utility]

NEUAC would welcome the opportunity to speak with the [Congressman/woman] or [his/her] designated energy staff person about the growing need for LIHEAP energy assistance and the grassroots and utility protections in place for energy insecure households.

Please let me know a time that works best between the hours of 8 a.m. and 5 p.m. on March 5, 2025. I can be reached at the contact information listed below, or by replying to this email. I look forward to hearing from you, and thank you for your consideration.