

Hello [Staff/Scheduler Name],

On behalf of the National Energy and Utility Affordability Coalition (NEUAC) in the state of **[insert state]**, I am writing to request a meeting with the office of **[Congressman/woman or Senator]** to discuss the **Low Income Home Energy Assistance Program (LIHEAP)** at the **[district or Washington, D.C.]** office located at **[insert address]** on **[insert day]**.

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 Senator]** or **[his/her]** designated energy staff person about the growing need for LIHEAP assistance and the grassroots and utility protections in place for energy insecure households in **[state/district]**.

Please let me know a time that works best between the hours of **[X] a.m. and [X] p.m. on [insert date]**. 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.