Citizens Trade Campaign

working **together** for **social** and **environmental justice** in **trade policy**

SAMPLE CONGRESSIONAL OFFICE VISIT
SCHEDULING LETTER FOR OLD MEMBERS

[Your Local Coalition Name and Address Here,
e.g., Local Fair Trade Coalition, etc.]

[District Office Scheduler]
[Office of Representative _____]
[District Office Address]
[City, State, Zip]

Month & Date, 2003

Dear [Name of Scheduler]:

On behalf of the [local coalition's name] I would like to request a meeting to discuss the Representative's perspectives and positions -- and the concerns of this coalition – relating to international trade policy.

The [XXX group] is [brief description including a listing of coalition members].

We are eager to sit down with the Congresswoman/man as soon as possible to discuss the impacts of trade and investment treaties upon this congressional district, as well as nationally and internationally. In particular we would like to discuss issues relating to the recently signed X trade agreement, as well as current negotiations for a Central American Free Trade Agreement (CAFTA), a Free Trade Area of the Americas (FTAA) and negotiations within the World Trade Organization (WTO). As concerned citizens and voters, we are eager to discuss Representative_____'s positions on these issues and look forward to working with him/her.

The meeting should last no longer than one hour. Participants in the meeting will include [list participants].

I look forward to hearing from you at your earliest convenience. If you have any questions or comments feel free to contact me at [local contact information here].

Thank you for your consideration.

Very truly yours,

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CITIZENS TRADE CAMPAIGN IS A COALITION OF LABOR, ENVIRONMENTAL, RELIGIOUS, FAMLY FARM, AND CONSUMER ORGANIZATIONS UNITED IN THE PURSUIT OF SOCIAL AND ENVIRONMENTAL JUSTICE IN TRADE POLICY