**SAMPLE MEETING REQUEST -** (personalize the highlighted sections before sending)

[Date]

The Honorable [First Name Last Name]

United States [Senate or House of Representatives]

[Congressional Member’s Address]

[City, State Zip]

Dear [Senator/Representative] [Last Name]:

As your constituent and a [person/ parent of a child] with spinal muscular atrophy (SMA**)**,a rare neuromuscular disease, **I write to request a [virtual/ in-person] meeting** to discuss SMA and the caregiving needs of the SMA community.

SMA causes severe muscle weakness and motor function loss such as the ability to walk, raise their arms, and independently perform key functions of everyday life. Due to the physical effects of SMA, many individuals rely on personal care attendants (PCAs) or other in-home supports to assist with their daily living activities. [**Include 1-2 sentences describing your own/or your child’s caregiving needs Bold-face the type.]**

Unfortunately, individuals and families with SMA face significant caregiving-related challenges that impact their health, independence, and community participation. Cure SMA, which represents individuals with SMA, just released *Stuck Inside: A National Report on Caregiving for Individuals with Spinal Muscular Atrophy* to chronicle the caregiving challenges of the SMA community and includes state and federal recommendations. The report features numerous first-person experiences and quotes highlighting the essential role caregivers play in the lives of children and adults with SMA. [If you are quoted in the report, consider referencing the section and/or page number. For example, “I am quoted in the report’s section on eligibility requirements (page 8).”]

I know your schedule is very demanding. If you are unable to meet directly, I hope you will make available your staff to meet with me [virtually/ in-person] to discuss SMA and my caregiving experience. To arrange a meeting, your staff can contact me at [insert your phone number and email address]. Thank you for your consideration.

Sincerely,

[Your First Name Last Name]

[Your Address}

[Your City, State Zip]

[Your Phone]

[Your Email]