

**ONS Constituent Sample Letter
Requesting a Meeting with A Member of Congress At-Home**

Date

The Honorable **INSERT FIRST/LAST NAME**
United States **House of Representatives/Senate**
Room Number and Office Building
Washington, DC **20515/20510**

Dear **Representative/Senator LAST NAME**:

As an oncology nurse who lives in *City, State*, I am writing to respectfully request a meeting with you to discuss a number of issues of priority to me and the Oncology Nursing Society (ONS). I am hopeful that your schedule will permit us an opportunity to meet sometime in **MONTH** when you are home so we can become acquainted and discuss issues affecting the people of our **state/Congressional District**.

INSERT PERSONAL INFORMATION HERE LIKE: I have been an oncology nurse for more than 25 years and provide chemotherapy and supportive care to people with cancer in our community. As a member of the ONS, I work with my nursing colleagues to advance policies and programs that reduce and prevent suffering from cancer.

The American Cancer Society estimates that this year alone #### people in our state will be newly diagnosed with cancer and #### will lose their battle with this terrible disease. Of further concern is that currently we have a shortage of #### nurses and as the number of people with cancer in **NAME OF STATE** generally is expected to increase, the number of nurses available to care for them is anticipated to drop significantly. For your reference, I am attaching a "Cancer Burden and Nursing Shortage Facts" Issue Brief that shows the current and anticipated shortage of nurses in our state.

I believe there are several areas where we can work together to strengthen our nation's health care system and support people with cancer. In addition, I am sure you share my concern about the impact that the current and expected nursing shortage may have on people throughout our **community/state**. I am hopeful that we can discuss and address these and other health care issues of mutual interest and priority.

If I can be of any assistance to your or your staff, please do not hesitate to contact me. I will follow-up with your staff shortly to schedule meeting with you at a time when you will be home visiting our area so we can discuss working together to reduce and prevent suffering from cancer. Thank you very much for your attention to my correspondence and for your consideration of this request. I look forward to meeting with you and to building a strong working relationship.

Sincerely,

FIRST NAME LAST NAME, DEGREES (and any title, e.g. ONS Chapter President)
STREET ADDRESS
CITY, STATE ZIP
PHONE NUMBER/EMAIL