May 4 Day of Action

Sample Email to set up meetings with Legislators (this script may also be used to set up a meeting be phone)

Dear Assembly Member XXX/Senator XXX

(RCO‘s name or groups name) will be taking part in Friends of Recovery NY’s May 4 Day of Action on Tuesday May 4, 2021. We will be joining organizations from all around New York State. We would like to schedule a (zoom/phone/in person) meeting with (officials name) to discuss the need for Opioid Settlement Dollars to be used solely to fund addiction recovery, prevention, treatment and harm reduction services. We are looking to schedule a meeting between (time frame) and hope you can schedule this meeting for us. We are also hosting a rally at (time, place) that we wish for you to attend. We know that the (officials name) may be in session during this time and are not opposed to meeting with the Chief of Staff, the Legislative Director, or legislative staff. Thank you for your attention to this critical issue. Please don’t hesitate to reach out to (your contact information or contact persons information) if you have any questions regarding this meeting.

Sincerely,

(your name)

(your contact information)