



TEMPLATE MEETING REQUEST EMAIL

This is a sample meeting request email that you can send to your local MPP – just remember to remove all italicized placeholders and replace them with the appropriate information.

[MONTH] XX, 2022

*[Mr./Ms.] [FIRST NAME] [LAST NAME]
[MPP, Riding Name]*

Via email: *[EMAIL]*

Dear *[Mr./Mr.]/[MPP LAST NAME]*,

On behalf of *[Insert local OASIS member agency]*, I am reaching out to request a meeting to discuss the impact of the developmental services (DS) sector and the important support we provide on behalf of individuals living with developmental disabilities we serve in *[Electoral district or community]*.

[Insert local context about OASIS member agency]

We look forward to meeting with you at a time of your convenience in the upcoming weeks to discuss important priorities for the developmental services sector that are vital to our continuing ability to ensure that individuals with developmental disabilities and their families in *[Electoral district or community]* have access to the supports and care that they need.

To confirm your availability, or if you have any questions, please contact me at *[contact details]*. We eagerly look forward to meeting with you and will follow up to confirm the details.

Sincerely,
[Insert your name]