**Template: Request for Telephone Appointment**

*Following is a Template for your Email. Be sure to enter the necessary information within each set of [brackets]. Enter “****Request for telephone appointment****” on the email subject or topic line.*

Dear [Enter Senator or Representative (not both) and the individual’s last name]:

My name is [enter your first and last name]. I [live and/or operate an Adult Day Center] in [city and state].

On Wednesday, May 30th, members of the National Adult Day Services Association (NADSA) will be calling Members of Congress and Senators. I will be calling you to discuss Adult Day Services as a Value Based Quality Alternative to Nursing Homes, particularly as it relates to modernizing Medicare.

We have been Medicaid-authorized providers for many years. However, because we have not been authorized providers under Medicare there is often a default to more expensive institutional care, particularly for individuals who cannot safely remain at home 24/7 upon discharge from an acute care hospital.

I realize your busy schedule may prevent you from speaking directly with me on May 30th. If that is the case, I would appreciate it very much if you would ask your staff person who oversees health care or aging issues to speak with me. If you or your staff person wishes to set a specific time for my call, I will be happy to do my best to accommodate.

Thank you for taking time to listen to your constituents concerns and for paying attention to the needs of seniors and individuals with disabilities in your district.

Sincerely,

[Your Name]

[Complete home or business address in the Congress person’s district]

[Telephone number]

*(Note: Most of the contact forms have separate boxes for your name and address and you will not need to include it at the beginning of your message or at the end of your email.)*