



[Date]  
The Honorable [Jane Smith]  
[Office Address]  
ATTN: [Scheduler's Name, fax number]

Dear [Representative / Senator Smith],

As your constituent and as a member of the Arab American Institute, I am writing to request your participation in an Emergency Town Hall meeting [on day, date at time] here in the district so that our community can hear from you and share our concerns about and perspective on the current crisis in the Middle East. [If appropriate, briefly mention any additional credentials (appointed office, role in local Arab American organizations, volunteering on campaign, party work) that would convince the scheduler to make you a priority.]

Needless to say, my community has been extremely troubled watching the current situation unfold. Too many innocent people, on both sides, are suffering and the United States must play a leadership role in bringing this conflict to a resolution as quickly as possible.

[If possible, say something positive about your member's leadership in this area]

I hope to be able to work with your district office to organize an Emergency Town Hall Meeting where we can discuss these very important issues further. [Briefly note if you have a location in mind, who else you are inviting to be on the panel, how many community members you expect to attend, caliber of other Arab American community leaders from the district who would be in attendance, etc.] Together we can help to stop the violence and move the Middle East back down the path towards healing and peace.

Respectfully yours,  
[Dr./Mr./Mrs. \_\_\_\_\_]  
[Address ]  
[PHONE NUMBERS]  
[E-mail address]