# Government Meeting Request Tips and Email Template

Before requesting a meeting with a member of the government:

* Be clear on what you’re asking for, and make sure it’s something the government official(s) are in a position to deliver on.
* Research the government’s current plans and priorities related to the issue you’re pursuing and reference any new initiatives in your request that would be beneficial to their goals.
* Make sure you’re reaching out to the appropriate level. It is often appropriate to meet with program leads before the Deputy Minister or Minister.
* Ensure you are targeting the correct branch of government. Often it will be beneficial to meet with both government officials and bureaucratic staff.
* Research the person you will be meeting with. What have they said or done regarding this, or related issues, in the past?
* If you have an existing relationship with the individual, and have already met their administrative staff, consider requesting the meeting through them.
* When referencing an elected official, always use their proper title, and avoid using their first name. (If they invite you to use their first name, only do so in direct conversation with that official).
* Give as much notice as possible. If you do not hear back within 5 days, feel free to follow-up with an additional email or phone call.
* At the end of the meeting, do your best to clearly state the common understanding of next steps and action items on both sides.
* Following the meeting, send a thank you note to the official with any additional information that was requested or next steps.

***Sample meeting request email template: Existing Relationships***

Subject: Meeting Request with [official] and The Salvation Army

Dear Minister/Mr./Ms. LASTNAME,

I’m writing on behalf of The Salvation Army to request a meeting with GOVERNMENT OFFICIAL’S NAME to discuss TOPIC OF THE MEETING. As you may know, The Salvation Army DETAILS OF WHY THE SALVATION ARMY HAS AN INTEREST IN THE TOPIC OF THE MEETING.

Given the important role that your office plays in TOPIC OF THE MEETING, I’m hoping we can arrange some time to meet at your earliest convenience.

IF YOU HAVE SPECIFIC DATES YOU WILL BE AVAILABLE, INCLUDE HERE, BUT OFFER TO BE FLEXIBLE IF YOUR TIMING DOESN’T WORK.

Thank you for your time and consideration.

Sincerely,

NAME  
TITLE  
PHONE  
EMAIL ADDRESS  
MAILING ADDRESS

***Example – Jean-Yves Duclos, Minister of Families, Children and Social Development***

Subject: Meeting Request with Minister Duclos and The Salvation Army.

Dear Minister Duclos,

I’m writing on behalf of The Salvation Army to request a meeting to discuss the importance of a national housing strategy and the role of social service agencies like The Salvation Army. As you may know, The Salvation Army operates shelters and transitional housing in communities across Canada. Our staff and volunteers are deeply committed to helping eliminate poverty and homelessness in Canada.

Given the important role that your office plays in leading the government’s homelessness strategy, I’m hoping we can arrange some time to meet to discuss how The Salvation Army can aid in the government objectives.

**We will be in Ottawa on September 8, 9, and 10th for meetings, and hope to meet with you at your convenience.** Failing that, we’d be happy to arrange a meeting on another day, or to set up a meeting with you in your riding.

Thank you for your time and consideration.

Sincerely,

Lt. Colonel Jane Doe  
Secretary for Housing

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