

## Asking your MP for a meeting

### Emailing or writing a letter to ask for a meeting:

Dear Ms Smith,

My name is Jane Jones and I am a doctor and resident of Sampletown in your electorate.

I am writing to you as I am concerned about global health problems, and passionate about achieving a healthier world for everyone.

In particular, I am inspired by the Sustainable Development Goals, particularly the aim to achieve health for all, including eliminating epidemics, by 2030. Did you know that three epidemics (HIV, TB and Malaria) are responsible for over 3 million deaths each year? I was shocked to learn this recently, but also inspired by the work of the Global Fund in reducing these deaths.

I hope to work alongside you to ensure Australia does all it can to end these epidemics, and would like to meet with you in your electorate office in February or early March to discuss this further.

I will call your office to follow up my request for a meeting in one week.

Yours sincerely,

Jane Jones  
0412 345 678  
1 Example Street Sampletown TAS 7123  
[jane.jones@gmail.com](mailto:jane.jones@gmail.com)

### Following up with a phone call:

*It's a good idea to have a few notes in front of you to prompt you, as well as the details of the initial email you sent the MP's office. Have a pen and paper ready to jot down details like the diary manager's name, and the time and date of the meeting. Have your diary nearby, or a few suggested dates that work for you. Take a deep breath...*

Hello, my name is Jane Jones and I am a doctor and resident of Sampletown in [MP]'s electorate.

I am calling to follow up on an email I sent on [date] asking for a meeting with [MP]. Can I please speak to the diary manager?

*There is a good chance the person who answered the phone isn't the person who schedules meetings, and you'll be passed to someone else – the diary manager. Write down this person's name as you might end up using it often!*

*Occasionally, this is all you'll really need to say before you get into the details of when the meeting will take place. But if the person who answers the phone has some questions, which you should expect, it's good to be prepared...*

I'd like to meet [MP] as I am concerned about global health problems, and passionate about achieving a healthier world for everyone. In particular, I am inspired by the Sustainable Development Goals, particularly the aim to achieve health for all, including eliminating epidemics, by 2030. Did you know that three epidemics (HIV, TB and Malaria) are responsible for over 3 million deaths each year? I was shocked to learn this recently, but also inspired by the work of the Global Fund in reducing these deaths.

I hope to work alongside [MP] to ensure Australia does all it can to end these epidemics, so would like to meet with [MP] in February or early March to discuss this further. When can [MP] meet me?

*It's really common for the diary manager to need to go and check the MP's diary, or wait for their response, before they can schedule the meeting. That's OK – just ask when you should expect an answer from them, and if you don't receive it, call and follow up. Sometimes several calls are required to make these meetings happen! Maintain a friendly, polite tone and be pleasantly persistent, and you may even strike up a relationship with the diary manager.*

*If they ask if you're from an organisation, you can tell them you're a volunteer with the RESULTS group in your city, and use elements of the RESULTS **laser talk**:*

RESULTS is a movement of passionate, committed, everyday people.

Together we use our voices to influence political decisions that will bring an end to poverty.

As volunteers, we receive training, support and inspiration to become skilled advocates.

In time, we learn to effectively advise policymakers, guiding them towards decisions that improve access to health, education and economic opportunity.

Together we realise the incredible power we possess to use our voices to change the world.