

Sample Introduction letter for Health Policy Representatives Elected Officials

Date:

The Honorable [First Name Last Name of Member of Congress]
United States [House of Representatives or Senate]
Washington, DC [20515 or 20510]

Dear [Representative or Senator] [Last name of Member]

As a constituent and nephrology nurse, I am writing to introduce myself. I am a Registered Nurse affiliated with the American Nephrology Nurses' Association (ANNA) who is employed at [name of employer] caring for patients with kidney disease in a [type] facility.

I am an expert in the field of nephrology and wish to offer my assistance to you and your staff in any areas that involve the care of patients with chronic kidney disease (CKD); especially those who are undergoing hemodialysis, peritoneal dialysis, home dialysis, or kidney transplantation.

For your reference, I have included an ANNA fact sheet that provides data about the CKD population in [state]. I encourage you to contact me about any of the information on this sheet that you might have questions about.

You and members of your staff are cordially invited to tour our facility to learn more about patient care:

Facility Name: [insert name of facility/program]
[city and state]

Date: [day(s) of week, date(s)].

If the suggested date(s) are not convenient for you we would be happy to accommodate you on another date.

Visiting [insert name of facility] will give you and your staff an opportunity to learn about kidney disease as well as the daily operations of a Nephrology program. This tour provides an excellent opportunity to learn firsthand how your constituents and their families are helped by receiving quality, life-saving care. Past Congressional participants of our facility tours have remarked that they felt better informed on the issues surrounding quality kidney disease care.

Please confirm your visit to [insert name of facility/program] in [city and state] on the [day(s) of week, date(s)], or, provide us with an alternate date that is more convenient for you. I would be pleased to help coordinate the tour for you and your staff and will follow up with your office to provide more details.

Thank you for your consideration, I look forward to working with you and members of your staff.

Sincerely,

Name, Degree
Home Address (Street, city, state, zip)
Phone number and email address