Date

The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

United States Senate

Washington, D.C. 20510

Dear Senator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As President of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Council/Chapter of the Military Officers Association of America (MOAA), I represent all MOAA members who live in our state, plus their family members and survivors. I will be attending a MOAA Conference in Washington, D.C. in mid-April and am writing to request an appointment with you on Wednesday, April 17th, at \_\_\_\_\_ AM/PM (or as close to that time as possible) to discuss the Major Richard Star Act, Restoring Basic Allowance for Housing to 100%, and Protecting TRICARE for Life.

I hope you can find time to meet with me to discuss the importance of these issues to servicemembers and their families. A representative from MOAA’s National Headquarters will accompany me to help address any questions you may have from either a national or local standpoint. We also hope to take a photo with you for possible use in MOAA’s 400,000+ circulation magazine and/or our chapter newsletter/website.

These issues are very important to your active duty, National Guard, Reserve, their families, and retired uniformed service constituents. I would very much appreciate an opportunity to discuss these issues with you and get your perspective on them.

Thank you in advance for your consideration. I look forward to hearing from you soon. Your scheduler can reach me during the day at (your daytime phone number).

Sincerely,

Date

The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

U.S. House of Representatives

Washington, D.C. 20515

Dear Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

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