

Use or revise the following sample letter to request a forum with candidates for the U.S. House of Representatives or the United States Senate. Another option is to request a sample from the NARFE Legislative Department.

(State name) Federation of NARFE Chapters
or
Chapter 1234 NARFE/(Town Name)
Address
City State ZIP

(Date)

The Honorable
Attn: Named Scheduler
Street address of main campaign office
City State ZIP

Dear (Representative/Senator for incumbents) last name:

During the August recess (or on a specific date), local members of the National Active and Retired Federal Employees Association (NARFE) would like to invite you to a candidates forum to discuss issues important to active and retired federal employees. Members from several chapters (name chapters) and statewide officers will attend the forum. We are happy to work with you and your opponent on a date, time and location that are mutually convenient.

NARFE members in STATE NAME defend the retirement interests of the xx,xxx federal retirees and xx,xxx active federal employees in our state (commonwealth). (Updated counts appear in July issue of NARFE.) (For representatives: Of the state total, an estimated x,xxx federal retirees live and vote in your district.) Coverage of our forum will appear in chapter newsletter(s), and a photo story might run in our national monthly, *NARFE*.

I look forward to your prompt reply.

Sincerely,

Name
Title (Federation President or other NARFE leader)
Phone number
e-mail address