

## Appointment Request Form

Thank you for contacting my office to request an appointment to meet with a member of my staff or me. To assist us with the prompt handling of your request, please respond to the following questions. You may reply via fax or email. Please send your email to the attention of Ms. Darnise Pearson at [Darnise.Schedule@mail.house.gov](mailto:Darnise.Schedule@mail.house.gov) or fax it to 202-225-3354.

Your Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone and Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Date and Time of Request: \_\_\_\_\_

If this date and time is not available, please provide an alternative date and time: \_\_\_\_\_

\_\_\_\_\_

Issue to be Discussed: \_\_\_\_\_

Are you willing to meet with staff? YES / NO \_\_\_\_\_

How many people are in your group? \_\_\_\_\_

Note: Please know that I am available for meetings in my Washington, DC office whenever Congress is in session. I usually spend Mondays and Fridays in North Carolina.