



*Greetings! Thank you for requesting a meeting with Congresswoman Sheila Jackson Lee*

In order to expedite the processing of your request, we ask that you complete this short form and fax to (713) 655-1612 or email directly to [janice.weaver@mail.house.gov](mailto:janice.weaver@mail.house.gov) or [tonya.c.williams@mail.house.gov](mailto:tonya.c.williams@mail.house.gov)

Please fill out the following information regarding your request for a meeting:

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

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ TX: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Day-Of Appointment: Contact Name \_\_\_\_\_ Cell Number: \_\_\_\_\_

Possible Meeting Dates: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Meeting Location (D C / Houston District Office):

Contact History - Is this your first meeting with Congresswoman Jackson Lee? Y / N

Key Issues to discuss/Purpose of Meeting (list specific legislation you support/oppose):  
*Please attach additional information if needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Goal of the meeting - Specific action (s) you would like to occur; *Please attach additional information if needed.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list all attendees; Affiliation; Title:

\_\_\_\_\_  
\_\_\_\_\_

**Note:** Congresswoman Jackson Lee and her staff make every effort to meet with the constituents of Texas 18 and other concerned citizens. However, due to time constraints, that is not always possible. Please allow at least 2 weeks for all requests. This form does not constitute a confirmation. You will be contacted directly with a response. Feel free to include any pertinent information.