**2014 NAA Capitol Conference**

**Sample Meeting Request Letter**

Date

Attention Scheduler

The Honorable <*Name of Member of Congress*>

United States House of Representatives (OR United States Senate)

House or Senate Office Building

Washington, D.C. Zip Code

Dear < *Name*>,

As a constituent and member of the <*Your Local Affiliate*>, I am writing to request a meeting with <*Senator / Representative*> <*Insert Congressman’s name*> in his Washington, D.C. office on Wednesday, March 12, 2014 from <*enter times available*> to discuss housing finance reform and immigration reform.

<*Your Local Affiliate*> is a member of the National Apartment Association (NAA), America’s leading advocate for quality rental housing. NAA is a federation of nearly 170 state and local affiliated organizations representing more than 63,000 members responsible for more than 7 million apartment homes nationwide.

I understand that the <*Senator’s / Congressman’s*> schedule is very busy. If he is unable to meet, I would appreciate the opportunity to meet with the Legislative Director or Legislative Assistant who handles the issues noted above. Please contact me via e-mail at <*enter your email address*> or <*enter phone number*> to schedule this meeting.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Sincerely,

Your Name

Your Affiliate