***Sample Senate Meeting Request Letter***

Date

Attention: Name of Scheduler

The Honorable <Name of Member of Congress>

U.S. Senate

Senate Office Building

Washington, D.C. 20510

Dear < Name>,

My name is <Your Name> and I am the <Your Title> for the <Your Local Affiliate>. I am writing in reference to the National Apartment Association’s (NAA) annual fly-in which is scheduled for March 13, 2024. <Your Local Affiliate> is a member of NAA’s, and we would like to request a meeting with Senator <Name> for our members who are constituents of yours. Those members are:

<Constituent Name, Company>

<Constituent Name, Company>

Specifically, we would like to discuss:

* Improving the Section 8 Housing Choice Voucher program to attract and better serve private sector rental housing providers by passing S. 32, the Choice in Affordable Housing Act;
* Incentivizing local governments to lower barriers to development and increase the supply of rental housing by passing S.1688, the Yes In My Backyard (YIMBY) Act; and
* Ending the CARES Act 30-day notice-to-vacate requirement for federally-backed and federally-assisted rental properties, by passing the Respect State Housing Laws Act.

As I previously stated, <Your Local Affiliate> is a member of NAA, America’s leading voice for the apartment housing industry. NAA serves as the rental housing industry’s preeminent resource through advocacy, education and collaboration. As a federation of 140 state, local and global affiliates, NAA encompasses over 95,000 members representing more than 12 million apartment homes globally.

I understand that the <Name of Member of Congress> schedule is very busy. Please contact me at <enter your e-mail 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