

Sample Apartment Tour Request Letter

Date

Attention Scheduler

The Honorable <Name of Member of Congress>

United States House of Representatives (OR United States Senate)

District Street Address

District City, State and ZIP Code

Dear < Name>,

As a constituent and member of the <Your Local Affiliate>, I am writing to request that <Senator / Representative> <Insert Congressman's Name> tour an apartment community on <enter dates available> from <enter times available> to learn more about the apartment industry and meet with management and residents.

The apartment community is <Name of Apartment Community> located at <Address> and owned by <Name of Company>.

<Your Local Affiliate> is a member of the National Apartment Association (NAA), America's leading advocate for quality rental housing. NAA is comprised of nearly 170 state and local affiliates representing more than 63,000 members responsible for more than 7 million apartment homes throughout the United States and Canada.

I understand that the <Senator's / Congressman's> schedule is very busy. Please contact me at <enter your e-mail address> or <enter your phone number> to schedule this apartment tour.

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

Sincerely,

Your Name

Your Affiliate

Sample Apartment Tour Thank You Letter and Follow Up

Date

The Honorable <Insert Name>

United States House of Representatives (OR United States Senate)

District Office Street Address

District Office City, State and ZIP Code

Dear <Name>,

Thank you for taking the time to tour the <Name of Apartment Community> on <enter date>. All of us associated with the <Name of Your Affiliate> greatly appreciate the opportunity to meet with you, show you one of our apartment communities and discuss the apartment industry together.

We are very grateful for your support and look forward to meeting with you again.

I am happy to keep your office informed on the issues impacting the apartment industry. Please contact me via <enter your e-mail address> or <enter your telephone number> if you need further information. Thank you again.

Sincerely,

Your Name
Your Affiliate