**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>,

As a constituent and member of the <Your Local Affiliate>, I am writing to request a meeting with Senator <Insert name> in his Washington, D.C. office on Wednesday, March 9 between <enter times available> to discuss issues currently before Congress of importance to the nation’s apartment industry. Specifically, the issues are the Americans with Disabilities Act Right to Cure, Section 8 Reform, and the National Flood Insurance Program Reform and Reauthorization.

<Your Local Affiliate> is a member of the National Apartment Association (NAA), America’s leading voice for the apartment housing industry. As a federation of nearly 170 state and local affiliates, NAA encompasses over 69,000 members representing more than 8.1 million apartment homes throughout the United States and Canada.

I understand that the <Senator’s > schedule is very busy. Please contact me at <enter your e-mail address> and <enter phone number> to schedule this meeting. I will be with a group of <number of people> apartment industry representatives who will be on Capitol Hill during our annual Lobby Day.

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

Sincerely,

Your Name

Your Affiliate