**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 14 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, the National Flood Insurance Program Reform and Reauthorization, Cybersecurity, and Infrastructure.

<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 160 affiliates, NAA encompasses over 75,000 members representing more than 9.25 million apartment homes globally.

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