

Subject: Meeting Request

Dear [TITLE] [LAST NAME],

I am the [TITLE] of [COMPANY] located in your district. We have been in business for more than _____ years and currently employ _____ full and part time individuals.

I would like to schedule a meeting with you in your Capitol office (or local office) over the next couple of weeks.

The purpose of the meeting would be to make introductions and to share with you the work we are doing to help local businesses and to briefly discuss the public policy issues impacting my industry.

Some dates and times that I have available include:

Please call or e-mail me at your convenience at [INSERT CONTACT INFORMATION].

I look forward to hearing from you and meeting with you soon.

Thank you for your time.

Sincerely,

[YOUR NAME]

[TITLE]