

Sample Written Request for Capitol Meeting/In District Member Visit

(on letterhead)

Date

The Honorable (*Full Name*)
(*State*) Assembly or Senate
State Capitol, (*Room Number*)
(*City, State, Zip*)

ATTENTION: SCHEDULING

Dear Senator (*Name*):

On behalf of the members of the (*Name of your organization*), I would like to request a brief “meet and greet” meeting with you at your Capitol office or a parts and service business in your district on (*Be specific with date*) at a time that is convenient for your schedule.

The purpose of this meeting is to (*be specific*), and provide you with an opportunity to learn more about (*organization name*) and the automotive aftermarket parts distribution and service industry in (*name of state*). The meeting would last no more than (*be specific*) minutes and would have approximately (*be specific*) people in attendance.

Paragraph about your organization and mission.

I will follow up with you by telephone in the coming days to schedule this meeting. In the meantime if you have any questions or need additional information, please contact me at (*list phone number and email address*).

Thank you in advance for your time and consideration.

Sincerely,

Name
Title