## **IFPA Tour Toolkit: Inviting the Elected Official – Sample Meeting Request Note**

Use the sample letter below as a guide for drafting your own meeting request to your Members of Congress. Please remember to E‐MAIL meeting requests to your Washington, DC Representative and/or Senator’s office. [Click here](https://www.quorum.us/spreadsheet/external/lscjLnrTsGDHLmNDIcGi/) to find the member’s scheduler or you can also call their office to ask for the contact information. Due to heightened security, it can take up to a month for Members to receive letters sent via mail.

You can find the contact information for your representatives here:

Congressional Schedulers: <https://www.quorum.us/spreadsheet/external/lscjLnrTsGDHLmNDIcGi/>

District Director: <https://www.quorum.us/spreadsheet/external/abrqTRsZIPNSJVzwQWmv/>

**SAMPLE MEETING REQUEST DOCUMENT PRINTED ON YOUR ELECTRONIC LETTERHEAD**

[Date]

[To a Representative] [To a Senator]

The Honorable [full name] or The Honorable [full name]

U.S. House of Representatives United States Senate

[District Office Address] [State/District Office Address]

Dear [Representative or Senator] [Last Name]:

On behalf of [name of your company] located in [name of community] in your [state/district], I am writing to request the opportunity for you to visit our facility for a tour and meet & greet with our employees, while you are back in [state/district] in [month].

[Personalize here: introduce yourself and your company. Example: I am Vice President of Joe's Produce. Joe’s produce is a Wholesale Distributor of fresh produce. We distribute fresh produce to retail supermarkets and food service distributors throughout the California.

During our tour and discussion with you, we would like to... [purpose of visit: *This is where you would outline the specific purpose of your meeting. It could be to, share specific issues affecting your company due to recent legislation, request support for upcoming legislation, etc.* Be brief and succinct!]

I will contact your office to confirm receipt of this letter and to speak with your scheduler about a specific meeting date and time. Thank you in advance for the opportunity to meet with you.

Sincerely,

[your name

company name

mailing address

email

telephone number]

cc:

[name of district staffer]