

From: Organization Contact Person  
To: Scheduler  
Subject: Constituent Request For August Meeting

Body:

Good morning [*scheduler name*],

I am a constituent—a resident of [*city*] for the past [*number*] years. I live and work in [*your state*] at [*company name*]. I would like to set up a meeting with Representative [*last name*] during the August recess. I, and [*number*] of my colleagues, [*list names of advocates*], would like to meet with the Congressman to discuss a number of issues and challenges our industry is facing. Our collective schedules are quite flexible, and we would welcome any available appointment.

*[Include more information about your company including a description of the products manufactured or distributed and the number of employees.]*

We have several pieces of legislation that we would like to discuss with the Representative, including the role of independent contractors, the impact of tax rates on small businesses, and most importantly, the uses and value of promotional products.

For your information, there are more than [*number of companies*] promotional products companies in [*your state*], employing some [*number of employees*] workers and generating more than [*state revenue amount*] in annual revenues.

Thank you for your time and attention to this matter. Please let me know what appointments are available either at [*your phone number*] or [*your e-mail address*]. Again, thank you and I look forward to meeting with you in August.

Sincerely,

[*your name*]

[*your contact information*]