*(date)*

*(name of scheduler)*

Office of the Honorable *(name of Senator or Representative)*

*(building address)*

*(city, state zip code)*

VIA E-MAIL *(e-mail address)*

Dear *(name of scheduler),*

As a constituent and as a member of the Institute of Real Estate Management (IREM), I am writing to request a meeting with *(name of Senator or Representative)* on *(insert date you would like to meet)* in your district office for myself and my fellow real estate colleagues from your district.

IREM® is a force of 20,000 individuals united to advance the profession of real estate management. Through training, professional development, and collaboration, IREM® supports our members and others in the industry through every stage of their career. Backed by the power that comes with being an affiliate of the National Association of REALTORS®, we add value to our members, who in turn add value to their teams, their workplaces, and the properties in their commercial and residential portfolios.

Earning our credentials, including the CPM®, ARM®, ACoM, and AMO®, demonstrates a commitment to, and passion for, good management. These credentials, along with our courses and array of resources, all exist with one goal in mind – to make a difference in the careers of those who manage. Collectively, IREM Members manage nearly $1.8 trillion in real estate assets including 11.6 million residential units and more than 10 billion square feet of commercial space. Our CPM® Members manage roughly 40% of the federally assisted housing market as well as almost 25% of the public housing stock in the U.S. market.

I am employed with *(name of firm) (insert information about you and your company – type of business, number of properties or units you manage, number of employees, etc.)* I would welcome the opportunity to meet with *(name of Senator or Representative)* to discuss several issues relating to the commercial real estate industry.

I am available on *(restate the date you would like to meet)* and would like to schedule a meeting between *(insert times you would like to meet – best to give a range)*. Please contact me at *(insert your phone number and email address)* to confirm an appointment or if you have any questions regarding availability. Thank you and I look forward to connecting.

Sincerely,

*Your Name*