

Sample Senate Meeting Request Letter

Date

Attention: Name of Scheduler
The Honorable <Name of Member of Congress>
U.S. Senate
Senate Office Building
Washington, D.C. 20510

Dear <Name>,

My name is <Your Name> and I am the <Your Title> for the <Your Local Affiliate>. I am writing in reference to the National Apartment Association's (NAA) annual fly-in which is scheduled for March 9, 2022. <Your Local Affiliate> is a member of NAA's, and we would like to request a meeting with Senator <Name> for our members who are constituents of yours.

I understand that the current situation regarding COVID very fluid, so I wanted to ask several questions:

- Do you anticipate that Congressman/woman <Name> would be willing to hold in person meetings in your office by early March?
- Would Congressman/woman <Name> be willing to hold an in-person meeting outside the Capitol campus if NAA secured a location nearby?
- Is Congressman/woman <Name> only willing to hold virtual meetings for the foreseeable future?

Obviously, we realize that circumstances could change at any time, but we would very much appreciate any information you could provide.

Regardless of the venue, we would like to discuss:

- **COVID-19 Response and Recovery –**
 - **Emergency Rental Assistance:** the need for efficient rental assistance distribution has continued to be an on-going challenge for the rental housing industry.
 - **30-Day Notice to Vacate:** the need for a clear sunset date to be codified into law as this was intended to be a temporary protection and not a permanent change to eviction law.
- **Housing Affordability -**
 - **H.R. 3198, the “Yes In My Backyard (YIMBY) Act:”** bipartisan legislation in the House and Senate that encourages the elimination of discriminatory land use policies and removal of barriers that prevent needed housing from being built;
 - **Section 8 Reform:** S. 1820, the “Choice in Affordable Housing Act” is legislation that will streamline the program to enable more owners and operators to provide more homes to individuals who qualify for vouchers.

As I previously stated, <Your Local Affiliate> is a member of the National Apartment Association, America's leading voice for the apartment housing industry. As a federation of 145

state and local affiliates, NAA encompasses over 91,000 members representing more than 11 million apartment homes globally.

I understand that the <Name of Member of Congress> schedule is very busy. Please contact me at <enter your e-mail address> and <enter phone number> to schedule this meeting.

Thank you in advance for your consideration. I look forward to hearing from you soon.

Sincerely,

Your Name
Your Affiliate