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# Sample Meeting Request Email

**Access Contact Information for Your Member of Congress via:** [**https://www.congress.gov/members/find-your-member**](https://www.congress.gov/members/find-your-member)

## For a Meeting in Washington:

RE: Meeting Request on Tax-Exempt Municipal Bonds

Dear [Scheduler or Staff Name],

My name is [YOUR NAME] and I am a constituent and bond attorney from [YOUR HOME CITY]. I will be in Washington, D.C. on [DATES].

I would love to meet with [LEGISLATOR] while I am in town to discuss some important issues relating to tax-exempt municipal bond finance and [YOUR STATE]. I am planning to be up on the Hill on [DATE] if there is a time that works for the [REPRESENTATIVE OR SENATOR]. I’ll be joined by [ACCOMPANYING ATTENDEE INFO].

Is there a time on [DATE] that we come stop by your office for a 15-30-minute meeting?

Best,

[YOUR NAME]

## For a Meeting in the Congressional District Office

RE: Meeting Request on Tax-Exempt Municipal Bonds

Dear [Scheduler or Staff Name],

My name is [YOUR NAME] and I am a constituent and bond attorney from [YOUR HOME CITY].

I would love to meet with [LEGILSATOR] the next time [HE/SHE] is in the [DISTRICT OFFICE CITY] District Office to discuss some important issues relating to tax-exempt municipal bond finance and [YOUR STATE]. Is there time for a 15–30-minute meeting that would work for the [REPRESENTATIVE OR SENATOR] in the near future? I plan to be joined by [ACCOMPANYING ATTENDEE INFO].

Best,

[YOUR NAME]