**Sample Letter to Request a Congressional Appointment**

(Print onto your business or association letterhead. If your stationery does not include your phone number, fax number and email address, provide that information in the body of the letter.)

To: Scheduler

Congressman/Senator\_\_\_\_\_\_\_\_\_\_\_’s office

**Re: Request for a Meeting**

Dear (Senator/Representative/Mr. Chairman/Madam Chairwoman):

NAIFA members from (city or area) are requesting an appointment to speak with the Congressman (Senator) \_\_\_\_\_\_\_\_\_\_\_ or an aide to discuss some issues of concern to consumers and the members of the National Association of Insurance & Financial Advisors in our community.

(Note: If you are requesting an appointment with your own member of Congress,

add a note that you are a constituent.)

As a leader for insurance agents and financial advisors in (state), I would welcome the opportunity to speak with you about issues that affect my industry, my clients and your constituents, such the current treatment of insurance in the federal tax code, health and employer-provided benefits, standards of care and agent/advisor licensing. Please let me know if you have time available for us to meet. I look forward to hearing from you.

**Sincerely,**