

(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 an IREM® (the Institute of Real Estate Management) member, I'm writing to request a meeting with (name of Senator or Representative) on *date you would like to meet* in your *Washington, D.C. office / district office / other*. I'll be joined by fellow real estate management colleagues from your district.

IREM is an international institute for property managers, providing complete knowledge to take on real estate management's most dynamic challenges. That means knowledge prepared for the day-to-day and the one-of-a-kind: from solving the latest tenant crisis to analyzing market conditions.

For over 90 years, our members have made us the world's strongest voice for all things real estate management. Our CPM®, ARM®, ACoM®, and AMO® certifications are internationally recognized symbols of ethical leadership and a well-managed property. Today, more than 18,000 leaders in commercial and residential management call this home for learning, certifications, and networking.

Collectively, IREM members manage nearly \$6.2 trillion in real estate assets including 29.4 million residential units and more than 21.9 billion square feet of commercial space. IREM Certified Property Managers (CPMs) manage 15.2% of the federally assisted housing market as well as 6% of the public housing stock in the U.S. market, further validating the value of IREM and our members.

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

If convenient for you, I'm available (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 with any questions regarding availability. Thank you, and I look forward to connecting.

Sincerely,

Your Name