**[Insert date]**

The Honorable **[Insert- Representative/Senator]  
[Insert address]  
[Insert address]  
[Insert address]**

**RE: Meeting Request with NAIOP for Wednesday, February 1, 2023**

Dear **[Insert Representative/Senator]**

NAIOP, the Commercial Real Estate Development Association, is the leading trade association for real estate developers, owners, investors and asset managers in office, industrial, retail and mixed-use real estate. We have 20,000 members in 51 local chapters throughout North America. Each year, we bring the chapter leadership together in Washington, D.C., for an education and advocacy symposium focused on legislative priorities.

This year, we will be visiting our elected representatives on Wednesday, February 1, 2023. As leaders of our local NAIOP chapter, I and several of my colleagues would greatly appreciate the opportunity to meet with you or a member of your senior staff.

During our visit, we would like to discuss with you and hear your thoughts on several legislative issues of importance to our industry, including tax policy that is supportive of commercial real estate, affordable housing incentives, and regulatory matters important to the industry. I deeply appreciate the opportunity to meet and share our thoughts on how these issues impact our industry and will be following up with your scheduler to confirm your availability. If you should have any questions regarding this request, please do not hesitate to contact me at **[Insert your phone and email address]**.

Thank you for your time and consideration.

Sincerely,

**[Insert your name and title/company]**