**[Insert date]**

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

**RE: Meeting Request with NAIOP for Wednesday, February 14, 2024**

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 21,000 members in 53 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 14, 2024. 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, incentives to promote the adaptive reuse of underutilized commercial structures for housing, and the need for our financial institutions to provide sufficient credit to commercial real estate. 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]**