**Sample Legislator Meeting Request Letter**

*(To be put on your letterhead)*

(Date)

The Honorable (Full Name)
United States Senate
Washington, DC 20510

*Attention Scheduler: Constituent Meeting Request*

Dear Senator (Last Name):

I am writing to invite you on a tour of [name of your company]’s facilities in [operation location] during the [insert date range] recess.

Our company [insert brief description of your company] and is a member of the Railway Supply Institute. RSI is the voice of the railway supply industry that touches virtually every sector of the global economy and is essential to maintaining the quality of American life.

RSI’s nearly 200 members represent more than 725 rail supply locations in 46 states and 277 congressional districts. In 2020, the rail supply industry directly employed almost 240,000 workers, who directly contributed $27.7 billion of value-added economic activity (GDP) across the U.S. When the direct, indirect, and induced contributions of the sector’s activities are combined, the U.S. rail supply industry’s total economic impact was $75.8 billion of GDP, 682,426 jobs, $49.0 billion of labor income, and $15.5 billion in taxes.

I hope that your schedule will allow you to visit our company’s facilities and meet our employees. Please have your staff contact me at [your phone number] to arrange a tour.

I look forward to meeting with you.

Sincerely,

[Your signature]

Name
Title