Hi [staff person or legislator],

On behalf of our residents in [state or district], I wanted to thank you for sitting down with us this week to discuss affordable housing management issues. We are grateful to your office and to the Senator/Congressman/Congresswoman for his/her leadership on policy priorities such as:

* [Specific issues impacting you, or particular items you discussed with congressional office]
* **Investing in affordable housing and community development programs at HUD and USDA**, including full-year funding for rental assistance programs that help low-income families, seniors, and rural communities succeed
* **Expanding and strengthening the Low Income Housing Tax Credit** (LIHTC) program through the Affordable Housing Credit Improvement Act (S. 1703/H.R. 3077), which would provide a permanent 4% credit rate, additional development incentives for hard-to reach communities (including rural areas and veterans), and student rule improvements
* **Applying proactive solutions to affordable housing challenges,** such as new construction funding for senior housing, expanded service coordinator grants, preservation activities for the maturing rural portfolio, and investments in HUD’s Family Self-Sufficiency (FSS) program at multifamily properties

**Optional:** In addition, we would love for your team to meet the residents and staff at our local [state or district] affordable properties; we will follow up with your scheduler soon to find a suitable opportunity to coordinate a property tour. OR Per our discussion this week, I’ve attached the following material / report / image / video / information; please let me know if you have any questions.

Thanks again, and please don’t hesitate to see us as a resource for your office. Additionally, our colleagues at NAHMA are located in the DC area and look forward to following up with you.

We will keep you updated on [topic/site visit scheduling progress/etc] and will reach out next time we are in town. Best,

[name, company, etc]