**Senate Template schedule email**

Hi \_\_\_\_\_\_\_\_\_\_\_\_\_\_(first name of office scheduler or housing staff person),

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am a \_\_\_\_\_\_\_\_\_ (title) with \_\_\_\_\_\_\_\_\_\_\_\_ (name of organization) based in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state). We operate hundreds of affordable housing units in the state. I am also a member of the National Affordable Housing Management Association (NAHMA), who has met with your office in the past.

My team and I will be in town in early March/late October and would love to sit down with you to discuss housing issues throughout the state.

**Would you have any availability on the afternoon of Tuesday, October 29th, for a brief meeting?**

Thanks for your leadership in the Senate, and look forward to connecting.

\_\_\_\_\_\_\_\_ (your first name)

**House Template schedule email**

Hi \_\_\_\_\_\_\_\_\_\_\_\_\_\_(first name of office scheduler or housing staff person),

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am a \_\_\_\_\_\_\_\_\_ (title) with \_\_\_\_\_\_\_\_\_\_\_\_ (name of organization) based in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city or area). We operate affordable housing units throughout your district. I am also a member of the National Affordable Housing Management Association (NAHMA), who has met with your office in the past.

My team and I will be in town in early March/late October and would love to sit down with you to discuss housing issues throughout the district.

**Would you have any availability on the afternoon of Tuesday, October 29th, for a brief meeting?**

Thanks for your leadership in the House, and look forward to connecting.

\_\_\_\_\_\_\_\_ (your first name)