**[Date]**

The Honorable \_\_\_\_\_\_\_\_ **[fill in with Representative or Senator]**

**[Office Address]**

Dear **[Representative or Senator]** \_\_\_\_\_:

On behalf of the **[number of members]** members of the **[insert local or state home builders association]** and the more than 140,000 members of the National Association of Home Builders (NAHB), I request the opportunity for our members to meet with you **[in person or via video conference]** from May 3-7, 2021.

Our members would like to discuss the housing industry’s top priorities, [**list key issues of importance].**

Thank you for considering this meeting request. Our local home builders and NAHB are grateful for your continued leadership and look forward to meeting you in May**.**

**[If applicable, please list who will be in attendance and if the meeting will be open to media]**

Sincerely,

**[Name]**

**[Title]**

**[Association]**