[date]

The Honorable [Lawmaker’s name]

U. S. Senate OR U.S. House of Representatives

[Lawmaker’s office address]

**ATTENTION: [Scheduler’s name]**

Dear Senator/Representative [Lawmaker’s last name]:

I would like to schedule a time to meet in your [city/town] district office to discuss infrastructure issues in our community, specifically [transportation authorization]. Please contact me at [your email address] or [your phone number] to schedule a mutually convenient time to meet. Thank you in advance for your consideration.

Sincerely,

[Your full name]

[Your full HOME address]