**[Place Letterhead]**

Dear **[Insert Legislator Title, Name],**

I hope this [**email/letter]** finds you well. I am a constituent and [**business owner/operator]** in your district, and I am reaching out because I wanted to introduce myself.

***[Describe your business and perhaps include one or two issues you care most about. Suggestion: find common ground based on issues your legislator has cared about in the past.]***

I would love to schedule a 15–30-minute meeting or phone call to formally introduce myself, tell you a little more about my business, and get to know more about the issues you care most about. Please kindly let me know if you have any available times for a meeting sometime in the next couple of months. I would be happy to work with a member of your team to help identify a mutually convenient day/time.

We look forward to learning more about your legislative agenda and finding ways that we can work together.

Sincerely,

**[Insert Name/Signature]**

*\*Reminder: PRLA can help you prepare for your meeting by providing talking points and other suggestions. Just contact Zak or Lauren and we’ll make sure you’re ready-to-go when the time comes.*