Date

(Your Senator) (Your Representative)

The Honorable John Doe The Honorable John Doe

U.S. Senator U.S. House of Representatives

Washington, D.C. 20510 Washington, D.C. 20515

Dear Senator Doe: Dear Representative Doe:

As your constituent and a member of the National Customs Brokers & Forwarders Association of America, Inc. (NCBFAA), I will be in Washington on September 7-9 to attend the Association’s Government Affairs Conference. During my visit, I would like to meet with you to discuss several issues before Congress that are very important to me and my fellow Customs Brokers and Ocean Transportation Intermediaries (OTIs).

I would like to make an appointment between 9:30 a.m. and 5:00 p.m. on Tuesday, September 9, since I will be on Capitol Hill during that time to meet with you and other legislators from our state. If we cannot meet in your office, I would be glad to meet with you at a convenient location of your choice. Also, please let me know if you have a preferred virtual meeting platform. If Congress is in session and your time is limited, I could meet you in the reception area near the floor or with one of your appropriate staff.

I would also like to request that you save the date for the NCBFAA’s reception on Tuesday, September 9. A formal invitation will be sent to you in August. Our association encourages you to attend this event and meet with our state delegation, as well as leaders of our industry.

Meanwhile, I look forward to meeting with you on September 9.

Thanks for your time and consideration. I will look forward to your soonest reply.

Sincerely,

(Your Signature)

(Print First and Last Name)

cc: NCBFAA