# Date

**Scheduler Name Position**

**Office of the Honorable John/Jane Doe**

**United States House of Representatives/United States Senate Address**

**Washington, D.C. 20515/20510**

Dear **Scheduler Name**:

Thank you for taking the time to speak with me over the phone on **[date]** about scheduling a meeting with **[legislator name]** at **[his/her]** **[add office location]** district office.

# I look forward to meeting with [Sen./Rep.] [legislator name] to discuss supporting the REPAIR Act (H.R. 906). The REPAIR Act is important for my company, [company name]. [Insert information describing your company in two to three sentences. Include the number of employees.] The REPAIR Act ensures my company will have access to the vehicle data and parts we need for our business to grow.

# I appreciate your prompt response to my scheduling request. I can be reached by phone at [PHONE NUMBER] or by email at [EMAIL].

# Thank you for your time, and I look forward to our meeting.

**[Name]**