# 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**:

I am writing to invite you to participate in a facility tour here at **[company name]** in **[city name].** My company is an automotive aftermarket supplier, part of an industry that is committed to manufacturing parts and components critical to safely servicing and maintaining the 282 million vehicles on our nation’s highways. We would be honored for you to visit our facility and learn about the issues impacting aftermarket suppliers, including right to repair.

# [Insert information describing your company in two to three sentences. Include the number of employees.]

This plant tour is an informal opportunity for you to see our plant and speak candidly with company executives and employees about vehicle repair issues. We expect the entire event to take no more than 60 minutes. **[Either suggest specific dates and time or offer to work with the scheduler to find a time that fits the members schedule].**

We sincerely hope you will accept our invitation to visit our facility in your district. Please let me know at your earliest convenience if one of these dates is convenient. If not, please feel free to suggest alternative dates or call or e-mail me directly at **[PHONE]** or **[E-MAIL].** I will follow up in the next few days to see what may be possible.

Thank you and I look forward to working with you in the near future.

Sincerely,

**[Insert your name and contact information]**