# [YOUR COMPANY’S LETTERHEAD]

# [DATE]

**[Mr.] / [Ms.] [FIRST] [LAST]**

**[TITLE]**

Office of the Honorable **[FIRST] [LAST]**

[United States House of Representatives] / [United States Senate]

**[OFFICE BUILDING ADDRESS]**

Washington, D.C. [20515] / [20510]

Dear **[Mr.] / [Ms.] [LAST NAME]:**

Thank you for visiting our facility in **[CITY NAME]** on **[DATE]** **[Rep.] / [Sen.] [LAST NAME]**

Our team appreciated the opportunity to talk with you about the challenges our company, and automotive aftermarket, are facing.

Most important among these issues is **[ADD INFORMATION ON A KEY ISSUE, LIKE RIGHT TO REPAIR, AND HOW IT WILL AFFECT YOUR BUSINESS].**

During the visit, **[Rep.] / [Sen.] [LAST NAME]** asked **[IF THERE ARE ANY OUTSTANDING QUESTIONS THAT NEED TO BE ANSWERED PROVIDE THEM HERE; IF THERE ARE NONE, DELETE].**

We need **[Rep.] / [Sen.] [LAST NAME]**’s support. Please **[REITERATE THE ASK FROM YOUR VISIT].**

Thank you again for your visit. We look forward to continuing to work with you. If you have any questions or if I can provide any additional information, please contact me at **[ADD EMAIL OR PHONE].**

Sincerely,

**[FIRST AND LAST NAME]**

**[TITLE]**