

Business Letterhead

[Date]

The Honorable John Doe
Attention: Scheduler
[District Office Address]

Dear [Representative Name],

My name is **[your full name]**, **[title and company name]**, located in your congressional district. As a constituent, I am requesting an appointment with **[Representative John Doe]** during the August district work period. During this meeting, I'd like to discuss the critical highway funding issues pending before the 116th Congress.

While we applaud the enactment of the FAST Act, there are some issues that we need to address. Specifically, securing a sustainable revenue source for the Highway Trust Fund.

Please contact me to let me know when **[Representative John Doe]** is available to meet. I look forward to hearing from you.

Thank you for considering my request.

Sincerely,

[Full name]
[Title]
[Company]