

(The Date)

The Honorable (Legislator's Name)

(The Legislator's Address)

Dear (Senator/Representative _____),

I am writing to request a meeting with you to discuss (give a brief description of your issue to get their attention). For the last 30 years, CRN, a nonprofit coalition of developers and advocates, has been working for affordable housing in Illinois. Through our advocacy, policy, capacity building, and organizing efforts, we work to strengthen nonprofit community-based development and housing efforts throughout the State of Illinois. (A quick description of your organization, who it is/what it does).

During your visit, I would like to speak with you about recent affordable preservation issues affecting your constituents, as well as to touch on the relevant housing policy and advocacy efforts at the federal level. (The subject you would like to speak with them about)

Senator/Representative _____, I look forward to hearing from you. To schedule a visit, please contact Jennifer at (312) 555-2525 or via email at Jen@Chicagorehab.org. (Give your contact information)

Sincerely,

(Your Name)

(Your Phone, Email, or Address)