Dear [REPRESENTATIVE NAME],

I am a resident of [TOWN] and I own a small custom home performance business located in [TOWN]. I am writing to request a meeting with Congressman/woman [REPRESENTATIVE NAME] to introduce myself and my [COMPANY NAME] and discuss the important work we are doing in our community.

[COMPANY NAME] has been providing custom home performance services for [NUMBER] years.  We expect that there will be a robust debate on the Federal government’s role in energy policy over the next year and we’d like to offer our real-world expertise as a resource to you in this ongoing conversation. We would also like to discuss H.R. [XXX] which would create a federal incentive to encourage homeowners to make energy efficiency improvements to their home.

Thank you in advance for your consideration, and please let me know when we could visit with you or a member of your policy team, in the weeks ahead.

Sincerely,  
John/Jane Q. Public  
Hometown, US