**SAMPLE EMAIL INVITE**

TO: [SCHEDULER / CHIEF OF STAFF]

SUBJECT: **MEETING** **REQUEST**

On behalf of ACEC/XX and the engineering firm constituents in your state, I would like to request your assistance in scheduling a meeting with [REPRESENTATIVE/SENATOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ] on Tuesday, May 20th or Wednesday, May 21st to discuss key priorities for the engineering industry in 2025.

With anticipated action in Congress this year on tax policy, we would like to discuss key priorities, including retaining the 21 percent corporate rate, making the Section 199A 20 percent passthrough deduction permanent, and restoring the deductibility of R&D expenses. We would also welcome the opportunity to discuss industry priorities ahead of legislation this Congress to reauthorize and expand federal surface transportation programs. Finally, the talent shortage continues to be a challenge for engineering firms in our state and we’d like to discuss solutions that will allow us to continue serving our public and private sector clients.

Engineering firms in our state will continue to play an essential role in delivering major projects in the built environment, designing solutions to make our infrastructure, buildings and energy safer, more efficient, and more resilient. On behalf of ACEC/XX, we look forward to working with you in 2025 with these public policy goals in mind.

Thank you for your attention, and I look forward to hearing from you.

Sincerely,

[NAME]

[STATE MO]

[EMAIL ADDRESS]

[PHONE/CELL]