Dear [SENATOR or CONGRESSMAN/WOMAN] [LAST NAME]:

As a member of the Ohio AgriBusiness Association, I am writing to request a meeting with you and your aides to discuss several issues that impact agribusinesses in Ohio.

I will be available to meet with you at your [LOCATION] office on [DATES YOU ARE AVAILABLE] and would welcome the opportunity to speak with you about these issues. I can be reached at the phone numbers listed below and will look forward to hearing from you regarding a time we can meet. Thank you for your consideration.

Respectfully, [YOUR NAME] [YOUR ADDRESS]

M: [YOUR MOBILE PHONE] O: [YOUR OFFICE PHONE] H: [YOUR HOME PHONE]