

SAMPLE INTRO LETTER TO FRESHMAN MEMBER OF CONGRESS

The Honorable [Legislator Name]

[United States Senate] or [U.S. House of Representatives]

[Room Number and Building Number]

Washington, D.C. [Zip Code]

Dear [Congressman/Senator] [Last Name] –

Congratulations on your election to office! I'm excited for you and proud of the race you ran to secure a seat in the august body that us the [U.S. Senate/U.S. House of Representatives]. I know it wasn't easy, but you did it. Way to go!

[Congressman/Senator XX], I wanted to reach out to let you know I have been appointed as your Federal Political Coordinator (FPC) for the National Association of Realtors (NAR). FPCs are THE face and voice of Real Estate on Capitol Hill for Members of Congress. We are the "special forces" of grassroots advocacy for the Association. There are 535 FPCs total, one for every legislator in the House and Senate.

In case you weren't already aware, the National Association of Realtors is the largest professional trade association in the United States, representing 1.2 million members involved in all facets of residential and commercial real estate. It is our goal to support policy initiatives that will result in the return of a fundamentally sound and dynamic U.S. real estate market, fostering vibrant communities in which to live and work.

As your FPC, it is my job to educate you and your staff on all of the policy issues important to the real estate industry and answer any questions or concerns you may have. As you begin your first term in office, if there is ever a time I can be a resource for information as it relates to real estate or the issues we care about (taxes, flood insurance etc.) please don't hesitate to ask. I will do my best to proactively inform you when legislation we care about is up for consideration. Likewise, when you want to know how a specific issue will affect your [district/state], please come to me for answers.

Again, congratulations on the big win. I look forward to working with you and your staff in the 115th session of Congress.

Sincerely,

[FPC Name]