**2023 Banker Day Legislator Meeting Request Sample Email**

Subject Line: Meeting Request - VBA Banker Day on January 12th

Dear **[Delegate or Senator] [Legislator’s Last Name]**:

I am an employee with **[bank name]** in your district. On behalf of the Virginia Bankers Association (VBA), I am writing to request the opportunity to meet with you on the morning of January 12, 2023 as part of our industry-wide Banker Day in Richmond at the General Assembly. As a constituent of your district, I would like to schedule a time to have a conversation on the issues important to me as a banker and to Virginia’s banking industry.

Please let me know if there is any time available on your calendar to meet with **[me/our group of bankers]** on the morning January 12th **[between 9:00am and 11:00am/insert any specific time request]**. The meeting should last about 15 minutes. I greatly appreciate your time and consideration and look forward to meeting with you.

Sincerely,

**[Name]**

**[Contact Info]**