**2024 Banker Day Legislator Meeting Request Sample Email**

Subject Line: Meeting Request - VBA Banker Day on January 11th

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 in Richmond on the morning of January 11, 2024, as part of our industry-wide Banker Day at the General Assembly.

As a constituent in your district, I would like to schedule a time to brief you and your staff 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 11th **[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]**