**Dear [CONGRESSPERSON],**

On behalf of the International Facility Management Association (IFMA), our 24,000 members and our [CHAPTER] Chapter, we would like to invite you to address our meeting on [TOPIC OF THE MEETING/EVENT].

As a leader in the Cogress on issues that impact the buildings sector, we are eager to hear from you on

[WHAT WOULD YOU LIKE THEM TO SPEAK ON IN THEIR PRESENTATION?]

We believe you can offer key insights to our audience and offer an inside perspective on how challenges that face the built environment are being addressed in government, and what our members can do to support efforts.

**Event Details**

* Event Name:
* Description:
* Goal/Purpose of the Event:
* Location: Virtual (Zoom Video Conference)
* Date and Time:
* Event Type (conference, group, etc.):
* Event website:

**Audience Details**

* Audience
* Honorable Guests or Media invited

We’d love to hear from you! If you’re interested in connecting with us and would like to schedule your time to speak to our audience, please contact us:

Sincerely,  
Name  
Email  
Phone