**IFPA Tour Toolkit: Team Member Speaker Request – Draft email Message**

{Name of Team Member}

As I have prepared for our tour, I was reflecting on who I want {staffer or representative] to meet while HE/SHE is here. You were top of mind. Our organization and our mission {Company Mission} is strong because of you. You are smart, take tremendous ownership of your role, are an excellent manager, and someone who builds a culture of excellence here. I want to show that off.

If you are open to it, I’d love to build a little time for {staffer or representative] to hear your story and what your ambitions are here at {Company Name} and for your career. It is likely that we will see him/her again when we are in Washington, DC in September, so this would be an excellent start to the professional relationship.

Let me know what you think and thank you for considering,

{Your Name}