



ADVOCACY: SAMPLE THANK YOU LETTER TO A LEGISLATOR

Be sure to thank your legislator (or any other decision maker) after meeting with them. This is an opportunity to reinforce your advocacy message, provide additional information, and answer any questions you could not answer during your meeting. Your thank you can be by email, but never underestimate the power of a handwritten note. If you met with a staff person rather than your legislator, be sure to mention them by name in the thank you. If the staff person was helpful, courteous, informative, etc., mention that as well, as your legislator is likely to mention it to the staffer. A good relationship with a legislator's staff is as important as a good relationship with your legislator, because staff are likely to be the ones setting up meetings, reading emails, and putting your call through to the legislator. Replace the bracketed text below with the proper items.

Dear [Senator/Representative] [Last Name],

Thank you for taking the time to meet with [me/us] on [date] regarding [issue]. As requested, here is the additional information I mentioned in our meeting. I hope we can count on your support for [issue], and I look forward to speaking with you again in the future.

Sincerely,
Signature
[PTA Name, Position]