

2018 Capitol Information & Education Day

SAMPLE THANK YOU LETTER TO LEGISLATORS

All meetings should have some form of follow-up and the first step is sending your legislator and/or staff member a thank you letter. This gives you an opportunity to address any unanswered questions or additional details related to your meeting. Designate one person in your legislative visit team to send the thank you letter on behalf of the group. Be sure to list all the attendees' names and organizational affiliations at the bottom signature. Also, consider using the logos of your different members' organizations or the PACT logo in the header. If you met with a staff member you can send the letter either to the staffer or the member. However, we recommend that you send the letter to the staffer as they will likely appreciate the acknowledgement.

(Date)

Jane Smith (Staffer Name)

Office of Senator (Last Name)

or

The Honorable (Legislator's First and Last Name)

California State (Assembly/Senate)

State Capitol, Room (Find it here: <http://www.legislature.ca.gov/>)

Sacramento, CA 95814

Dear (Senator/Assembly Member Last Name or Staffer First Name),

On behalf of the Coalition to Protect All Californians from Tobacco (PACT Coalition) we would like to thank you for meeting with us on May 22nd while we were in Sacramento for our annual Capitol Tobacco Information & Education Day. We realize how busy your schedule is and appreciated meeting with you to discuss the impacts of flavored tobacco in our community.

(Put something positive and specific to your meeting here)

In response to the question you had during our meeting regarding_____.

We would also like to follow up with you regarding _____.

I hope you will consider our invitation to meet with our coalition on _____. In addition, we would welcome you at our event, _____, if your schedule will allow.

We would also appreciate it if you would review the packet we left with you and let us know if you need any further information.

In the meantime, please contact me by phone at _____ or e-mail at _____ if I may be of service in any way.

Thank you again for your time.

Sincerely,

(Name)

(Name)

(Name)

(Organization)

(Organization)

(Organization)

(If you are a constituent, please include your home address)