

2018 District Days

SAMPLE THANK YOU LETTER

Be sure to send a thank you letter, on your coalition letterhead, to your legislator and/or staff member. This gives you an opportunity to follow up on any questions asked or issues discussed during the meeting. If you met with staff, you can send the letter either to the staff member or the legislator. However, we recommend that you send the letter to the staff member as they will likely appreciate the acknowledgement.

Designate one person in your legislative visit team to send the thank you letter on behalf of the group and have the other members of the legislative team listed as a signatory at the bottom of the letter.

Include your local logo or letterhead

Date

Joe Smith <Staff Member Name>
Office of Assembly Member/Senator <Last Name>
(District office Street Address)
(District city and zip code)

or

The Honorable <First/Last Name>
California State <Assembly/Senate>
(District office Street Address)
(District city and zip code)

Dear Assembly Member/Senator <Last Name>,

We want to thank you for meeting with us on <date>. We realize how busy your schedule is and appreciate being able to meet with you and discuss the tobacco control work that we are doing in your district.

<Put something positive and specific to your meeting here.>

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

Please review the packet we left with you and let us know if you need any further information.

We look forward to working with you in the future. Please do not hesitate to contact me if you have any further questions or concerns related to tobacco control issues, at _____ or via e-mail at _____.

Thank you again for your time.

Sincerely,

<Your Name>

<Title>

<Organization>

<Contact Information>

<If you are a constituent, please include your home address>