

## Sample Congressional Thank You Letters

Following up after your meetings with Senate and House offices is a critical next step in forming a good, working relationship with your members of Congress and their staff. You will find three sample emails below, created for various purposes. We encourage you to personalize them with issues that are important to you and with specific facts about your local situation.

We suggest that you send a thank you email promptly after returning home. If you receive a business card from the staffer, you can write to him/her at the email address on the card. You can look up contact information for your Senator or Representative in our [Advocacy and Action Center](#).

### Sample #1

#### Send if you met directly with a member of Congress

Dear Senator/Representative \_\_\_\_\_,

Thank you for taking the time to meet with on *[insert date]*. I know you are very busy, and I am grateful that you made time to talk with me about federal support for fundamental scientific research.

You will recall that we touched on *[list the key issues that you discussed, e.g. funding for NIH, economic impacts of research funding as illustrated in your lab, the role national facilities like the national labs play in research, or other issues]*.

*[You can include some talking points if you wish, highlighting information from the state or district briefs.]*

*[If you promised to follow up with any other information, include it here.]*

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

*[Your name, title, and organization]*

## Sample #2

### **Send to members of Congress when you met with staff only**

Dear Senator/Representative \_\_\_\_\_,

I would like to express my appreciation for the opportunity to meet with *[Insert staffer's name]* on *[insert date]*. I know your staff is very busy, and I was pleased that we were able to meet and discuss issues that are important to seniors.

*[Staffer's Name]* and I had a productive conversation about *[list the key issues that you discussed, e.g. funding for NIH, economic impacts of research funding as illustrated in your lab, the role national facilities like the national labs play in research, or other issues]*.

*[You can include some talking points if you wish, highlighting information from the state or district briefs].*

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

*[Your name, title, and organization]*

## Sample #3

**Send to Congressional staff you met with (use the staff person's direct email address)**

Dear \_\_\_\_\_,

Thank you for meeting with me on *[insert date]*.

You will recall that we touched on about *[list the key issues that you discussed, e.g. funding for NIH, economic impacts of research funding as illustrated in your lab, the role national facilities like the national labs play in research, or other issues]*.

*[You can include some talking points if you wish, highlighting information from the state or district briefs].*

*[If you promised to follow up with any other information, include it here.]*

I look forward to continuing this relationship and to future meetings with you. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

*[Your name, title, and organization]*