***Please personalize before sending (see blanks and parentheses). Also, please remove information that may not be pertinent to your meeting.***

Your name

Your address

Your e-mail

Your phone

The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

House of Representatives or U.S. Senate (choose one)

Washington DC

Attention: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Aide

**Subject: Thank-you and Follow-up for Meeting with the (Representative/Senator)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (aide name):

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a constituent of Sen./Rep.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and a volunteer with RESULTS. Recently, fellow advocates and I were able to meet with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about the issue of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We were so grateful to be able to discuss \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because these issues are critically important, not only to us, but to our world. We were also grateful that your office indicated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name something specific that the office said that you would like to build on). Specifically, we would like to reiterate our request that the senator/representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (restate the specific ask(s) that you made in the meeting). Will the senator/representative take action on this request?

Many thanks once again for your time and your leadership. We look forward to hearing from you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

RESULTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (group name) Member