**Sample Thank You Note**

Summer 2022

It is a best practice to email a ‘thank you’ note to the staff contact you were given following an engagement with your legislator - whether it was a meeting, town hall, constituent coffee, or other event. Use your ‘thank you’ note to:

* Continue the positive tone you set during the engagement
* Start following up on the asks you made, and
* Continue building a relationship with that staff member and legislative office.

Below is a sample ‘thank you’ note. Please personalize it and adjust any details for accuracy:

Dear [Staff first name] – Thank you for meeting with me on [date] in [location]. I am a constituent from [town]. As discussed, I hope that you will [restate ask, ie: co-sponsor HR 2163/S 464, the Safe Step Act; co-sponsor HR 5801, the HELP Copays Act; activate to cap out of pocket costs in Medicare Part D].

*[Share your story and why the issue is important to you].*

*[Include any salient points from the discussion. Work with NPF staff to respond to questions the congressional office had by emailing* [*advocacy@psoriasis.org*](mailto:advocacy@psoriasis.org)*].*

Thanks again for your consideration of this issue. Please let me know what actions you take.

Sincerely,

[Name]

[Phone]

[Email]