

Thank You and Follow-Up Letter

S A M P L E

Opening paragraph

Addressing the letter:

The letter should be addressed to the Member of Congress, whether or not you met with the member or staff.

If you met with a Member of Congress:

Thank you for the opportunity to meet with you in your Washington Office on May 22nd during the American College of Physicians' (ACP) Leadership Day on Capitol Hill. As an internist practicing in your (*district or state*), I see the successes and problems of our nation's health care system on a daily basis. I greatly appreciated the opportunity to share with you and with (*insert staff member's name*) my views on (*priority issues*).

If you met with staff only:

I am sorry that I was not able to meet with you on May 22nd while I was in Washington, DC during the American College of Physicians' (ACP) Leadership Day on Capitol Hill. However, I did appreciate the opportunity to meet with (*insert staff member's name*), on your staff. We had a very productive discussion.

As an internist practicing in (*city where you work*), I see the successes and problems of our nation's health care system on a daily basis. I greatly appreciated the opportunity to share with you my views on (*priority issues*).

Body

- To the extent possible, list specific "asks" requested on each priority issue
- Thank the Member for actions already taken.

Conclusion

I look forward to working with you to help Congress implement these critical health reforms. (*Mention any specific plans you may have made with the Member/staff.*)

Sincerely,

Name

Full address

E-mail

Phone

Note: Governors should use chapter stationery