

**Capitol Information & Education Virtual Day of Action 2021**

**SAMPLE THANK YOU EMAIL TO LEGISLATORS**

If you met with a legislator or their staff on Capitol I&E Virtual Day of Action, the meeting lead should follow-up by sending the legislator and/or staff member a thank you email. This gives your team an opportunity to address any unanswered questions or additional details related to the meeting.

Dear (Senator/Assembly Member Last Name or Staffer First Name),

We would like to thank you for meeting with us on \_\_\_\_\_ (date) as part of our annual Capitol Tobacco Information & Education Virtual Day of Action. We realize how busy your schedule is and appreciated your taking the time to meet with us to discuss the impacts of tobacco in our community and our goal of achieving health justice..

(Put something positive and specific to your meeting here)

***If applicable:***

In response to the question you had during our meeting regarding\_\_\_\_\_.

We would also like to follow up with you regarding \_\_\_\_\_.

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

We would also appreciate it if you would review the leave behind document, we sent you and let us know if you need any further information.

In the meantime, please contact me by phone at \_\_\_\_\_\_\_ or e-mail at \_\_\_\_\_\_\_ if I may be of service in any way.

Thank you again for your time.

Sincerely,   
(Name)

(Organization)

(If you are a constituent, please include your home address)