

SAMPLE THANK YOU EMAIL TO LEGISLATORS AND LEGISLATIVE STAFF

It is important to send the legislator and/or staff member you met with a thank you email. This gives you and your team an opportunity to address any unanswered questions, provide additional details or respond to a request for information.

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 Information & Education Days. We realize how busy your schedule is and appreciate you taking the time to meet with us to discuss the impacts of tobacco in our communities.

(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, at 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)

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CA Tobacco Endgame Center for Organizing and Engagement

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