***USE THIS IF YOU MET THE CONGRESSMAN DIRECTLY***

*The Honorable (Name of the Representative)*

*US House of Representatives*

*Washington, DC 20515*

*(OR)*

*The Honorable (Name of the Senator)*

*US Senate*

*Washington, DC 20515*

*Subject: <Describe the issue in one line>*

*Dear Representative/Senator (Name of Representative/Senator)*

*I would like to share my appreciation for the chance to meet with you while I was visiting Washington, DC. I understand that you are very busy. I am truly grateful that you took out the time to listen to issues that are paramount to <specify the issue>.*

*You will remember that we discussed <write down the key points from your discussion. For example – funding for senior projects and programs, long-term supports and services, or any other issues>.*

*<You may include some important points you want to emphasize from the meeting.>*

*<In case you promised to provide some additional information, mention it here.>*

*I look forward to solidifying this relationship with you and your committed staff. Meanwhile, if I can be of any help, please contact me without hesitation.*

*Yours sincerely,*

*<Write your name, title and organization>*