*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)*

*This is to share my gratitude for the opportunity to interact with you on my visit to Washington, DC. You are very busy and I truly appreciate that you took out the time to listen to concerns that are important to <specify the issue>.*

*As you will recall, we talked about <write 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 am looking forward to consolidating our relationship for a better and progressive future. If you require any assistance or further information, please contact me without hesitation.*

*Yours sincerely,*

*<Write your name, title and organization>*