



*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 am writing to express my appreciation for the opportunity to interact with <write the Staffer's name> on my visit to Washington, DC. Your staff is very busy, and I am grateful for the time they took out for me. They sincerely listened to my proposal that is significant to <specify the issue>.*

*I had a very productive discussion with <Name of the Staffer> concerning <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.>*

*I look forward to strengthening the relationship with you and your dedicated staff. In the meantime, for any help or query related to the <specify the issue>, please contact me without hesitation.*

*Yours sincerely,*

*<Write your name, title and organization>*