***USE THIS TO WRITE DIRECTLY TO STAFF MEMBER WHOM YOU MET***

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

*Dear <Name of the Staff Member>*

*I would like to share my appreciation for the chance to meet with you while I was visiting Washington, DC.*

*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. Meanwhile, if I can be of any help, please contact me without hesitation.*

*Yours sincerely,*

*<Write your name, title and organization>*