



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>