**Sample Thank You Note**

Summer 2024

It is a best practice to email a ‘thank you’ note to the staff contact you were given following an engagement with your legislator - whether it was a meeting, town hall, constituent coffee, or other event. Use your ‘thank you’ note to:

* Continue the positive tone you set during the engagement
* Follow up on the asks you made to ensure the legislator takes the requested action, and
* Continue building a relationship with that staff member and legislative office.

Below is a sample ‘thank you’ note. Please personalize it and adjust any details for accuracy:

Sample Thank You Note:

Dear [Staff First Name] – Thank you for meeting with me on [Date] in [Location]. I am a constituent from [Town]. As discussed, I hope you will [restate ask, ie: cosponsor HR 2630/S 652, the Safe Step Act; cosponsor HR 830/S1375, the HELP Copays Act].

*[Re-share your story and why the issue is important to you].*

*[Include any salient points from the discussion. Work with NPF staff to respond to questions the congressional office had by emailing* [*advocacy@psoriasis.org*](mailto:advocacy@psoriasis.org)*].*

Thanks again for your consideration of this issue. Please let me know what actions you take.

Sincerely,

[Name]

[Town]

[Phone]