



THANK YOU LETTER TO ELECTED OFFICIALS

SAMPLE #1

Send if you met directly with a Montana Legislator

Sen. XXXX
Montana Senate
State Capitol PO Box 200500
Helena, MT 59620-0500

or

Rep. XXXX
Montana House of Representatives
State Capitol PO Box 200400
Helena, MT 59620-0400

Dear Senator/Representative _____,
I would like to express my appreciation for the opportunity to meet with you.
I know you are very busy, and I am grateful that you made time to talk with
me about issues that are important to families.

You will recall that we touched on [list the key issues that you discussed, e.g.
funding for public prekindergarten].

[You can include some talking points if you wish]

[If you promised to follow up with any other information, include it here.]

I look forward to continuing this relationship and to future meetings. In the
meantime, if I can be of any assistance, please do not hesitate to contact
me.

Sincerely,

[Your name, title, and organization]

FIND ADDRESSES HERE:
<https://bit.ly/findmylegMT> or scan the QR Code





SAMPLE #2

Send to members of Congress when you met with staff only

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with [Insert staffer's name]. I know your staff is very busy, and I was pleased that we were able to meet and discuss issues that are important to support Montana's children.

[Staffer's Name] and I had a productive conversation about [list the key issues that you discussed, e.g. funding for public prekindergarten].

[You can include some talking points if you wish]

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[Your name, title, and organization]

SAMPLE #3

Send to Congressional staff you met with (use the staff person's direct email address)

Dear _____,

I would like to express my appreciation for the opportunity to meet with you. You will recall that we touched on [list the key issues that you discussed, e.g. funding for public prekindergarten].

[You can include some talking points if you wish]

[If you promised to follow up with any other information, include it here.]

I look forward to continuing this relationship and to future meetings with you. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[Your name, title, and organization]