



Sample Thank You Letter

Thank you letters are an important step in the process to building relationships with a member of Congress and his/her staff. Not only are they polite, but they allow you to address your issue again and offer yourself as a resource. Please feel free to use the sample text below as a template for you to personalize. It's best to send the email no more than a week after your visit. **Note:** Due to security concerns, all thank you letters should be emailed to the staff person with whom you met/interacted.

Dear [Member/Staff Name],

Thank you for taking time out of your busy schedule this past week to meet with me and my colleagues to discuss issues that impact children and youth with disabilities [and/or gifts and talents], their families, and the professionals who work on their behalf.

As a [Your Role], I am dedicated to improving educational and developmental outcomes for children with disabilities [and/or gifts and talents]. As we discussed, there are many initiatives Congress is considering now that can help support me in this effort, such as investing more in all IDEA programs and special education research to provide the tools to be an effective [Your Role]. [Add other issue brief topics].

I greatly appreciate you considering my recommendations and I look forward to your response. If I can provide any additional information about special/gifted education and early intervention, please do not hesitate to contact me. Again, thank you for your time and the important work you do every day.

Sincerely,

[Your Name, Your Email, Your Title, Your CEC Affiliation]