



## Three Ways to Follow Up on a Congressional Visit

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Every office that you meet with on Capitol Hill should receive a brief letter thanking them for meeting with you.

A follow-up or thank you letter helps in building a formal relationship with your legislator and their office and will keep doors open for future meetings. Your visit is the beginning of the relationship, not the end.

### 1) **Fill out a Congressional Visit Report**

Right after you finish meeting with an office, fill out the [Capitol Hill Debriefing Form](#) with the details of your meeting while the information is fresh in your mind.

### 2) **Write an immediate thank you**

Before leaving Washington D.C., write a quick [thank you letter](#) to each member of Congress and/or staff member who met with you. This will create an instant positive memory of you and will work to facilitate further visits.

### 3) **Keep in touch and continue to be a resource**

To keep the momentum rolling after your meeting, continue to follow-up, as appropriate, throughout the year. The best communications will be useful to the staff and relevant to the district or state. Keeping in touch will let the staff know that they have someone in the district who really understands the issues and will continue to be a resource to them and the member.