

# Thank You Note Email Template for Following Up with Legislators



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Following up after a Congressional meeting is probably one of the most important tasks to complete. Below are the steps you'll need to take to accomplish this important task. Be sure to ask the legislative staffer for their business card so that you have their email address.

**Email Template for Following-Up with Congress** – Please use the below email template when emailing a staff member, taking care to replace the **highlighted portion** with what is indicated in the **highlighted field**. You can cut + copy + paste the template into a blank email from your email address of choice.

This email text can be modified to reflect any questions or comments made during the conversation—please feel free to customize it to reflect your conversation. Be sure you have also attached or included any additional information you may have promised to send.

Dear, **STAFF FIRST NAME:**

Thank you for meeting with **me/us/Prevent Blindness** on **DATE** to discuss **ASK**. **I have included ANY INFORMATION REQUESTED** for your reference.

As discussed, we would appreciate **REPRESENTATIVE'S/SENATOR'S LAST NAME** support of **ASK**. This is an important issue for **me/us**, and I appreciate the opportunity to share my story with you. **INCLUDE A FEW SENTENCES HERE ABOUT YOUR STORY TO REMIND THEM BUT KEEP IT BRIEF**. I am/we are counting on **REPRESENTATIVE/SENATOR LAST NAME** support, and I will keep you updated on any information you may need to know.

**In addition, I wanted to ensure you have the answer to the question you asked regarding.**

**I/We** look forward to working with you as we work to promote vision and eye health for all Americans. In the meantime, should you have any questions, or if **I/we** can be of any assistance, please do not hesitate to contact me. You may also reach out to [advocacy@preventblindness.org](mailto:advocacy@preventblindness.org) with any questions or if you need any additional information about vision and eye health.

Thank you,  
**YOUR NAME**