

Sample Follow Up Thank You Notes to Your Representative

Sample #1

Send if you met directly with a member of the Legislature.

The Honorable (Senator's name)

New York Senate

Albany, NY 12224

OR

The Honorable (Representative's name)

New York Assembly

Albany, NY 12224

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with you virtually last week. I know you are very busy, and I am grateful that you made time to talk with me about issues that are important to the agriculture community and our youth.

You will recall that we touched on [list the key issues that you discussed, e.g. the need for educating youth in the agriculture field, how FFA and Ag Ed impact students, thanking them for their support].

[You can include some talking points if you wish, drawing on the PowerPoint or the Annual Report.]

[You could also include a short personal story to show how this experience or FFA/AgEd has impacted you]

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

Thank you for meeting with my chapter and we appreciate everything both you and your dedicated staff do for us. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[Your name, title, and organization]

Sample #2

Send to members of the Legislature when you met with staff only.

The Honorable (Senator's name)

New York Senate

Albany, NY 12224

OR

The Honorable (Representative's name)

New York Assembly

Albany, NY 12224

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with [Insert staffer's name] virtually last week. I know your staff is very busy, and I was pleased that we were able to meet and discuss issues that are important to the agriculture community and our youth.

[Staffer's Name] and I had a productive conversation about [list the key issues that you discussed, e.g. the need for educating youth in the agriculture field, how FFA and Ag Ed impact students, thanking them for their support].

[You can include some talking points if you wish drawing on the PowerPoint or the Annual Report.]

[You could also include a short personal story to show how this experience or FFA/AgEd has impacted you]

Thank you for meeting with my chapter and we appreciate everything both you and your dedicated staff do for us. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[Your name, title, and organization]