



Thank You Letter to Elected Official

Media Kit Example



<<Return Address>>

<<Date>>

<<Inside Address>>

The Honorable <<Insert Official's Name>>

<<Government Body>>

<<Mailing Address>>

<<City, State Zip>>

Dear <<Title and Last Name :>>

Thank you for your participation during our legislative <<seminar, meeting, meal>>. Our members were very impressed with your interest in our issues and your willingness to listen to our concerns.

I would like to reiterate the issues we discussed at the <<seminar, meeting, meal>> with you, including <<list a few of the important issues raised during the seminar>>. These issues are vital to our community.

From time to time, our coalition will be receiving updates and hosting events to increase awareness and improve outreach. We will take the opportunity to forward information about these events to your district office.

We enjoyed your company and look forward to working with you in the future.

Sincerely,

<<Sender's Name>>

<<Sender's Title>>

cc: _____, <<Title, e.g., Scheduling Secretary State Capitol Office>>