

Draft 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 email below as a template for you to personalize. *Note: due to security concerns, all thank you letters should be emailed to the staff person with whom you met.*

Dear _____

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

As a [teacher, administrator, etc.] I am dedicated to improving educational outcomes for children with disabilities. As we discussed, there are many initiatives Congress is considering now that can help support me in this effort such as expanding the Strong Start for America's Children Act to better address young children with disabilities, strengthening the Elementary and Secondary Education Act to ensure students with disabilities are held to high-standards, and investing more in all IDEA programs and special education research to provide me with the tools to be an effective teacher.

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

Sincerely,

(Name), (Address), (Title)