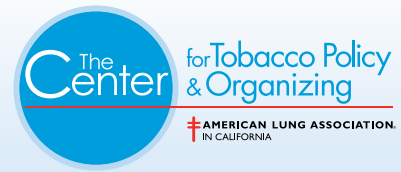


**Local Legislative District Days: October 17-21, 2011**

# Sample Thank You Letter

Note: This should be replaced with your local logo or letterhead



*Don't forget to send a thank you letter to your legislator and/or staff member. This gives you an opportunity to follow up on any questions asked or issues discussed during the meeting. If you met with a staff member you can send the letter either to the staffer or the member. However, we recommend that you send the letter to the staffer as they will likely appreciate the acknowledgement.*

*Designate one person in your legislative visit team to send the thank you letter on behalf of the group. The other members of the legislative team can be listed as a signator at the bottom of the letter. The person sending the letter can use their organizational letterhead, put all of the team's organizations' logos on the letter or even use the PACT Coalition logo. (You can get the PACT logo off the Center's website at [www.center4tobaccopolicy.org/PACTCoalition](http://www.center4tobaccopolicy.org/PACTCoalition).)*

(Date)

Joe Smith (Staffer Name)  
Office of Assembly Member/Senator (Last Name)  
1234 Main Street (District Office)  
Any City, CA 90000> (District city and zip code)

or

The Honorable (Legislator's First and Last Name)  
California State (Assembly/Senate)  
1234 Main Street (District Office)  
Any City, CA 90000 (District city and zip code)

Dear Assemblymember/Senator (Lastname),

We want to thank you for meeting with us on (date). We realize how busy your schedule is and appreciate being able to meet with you and discuss the tobacco control work that we are doing in your district.

*(Put something positive and specific to your meeting here.)*

I hope you will consider our invitation to meet with our coalition on \_\_\_\_\_. In addition, we would welcome you at our event, \_\_\_\_\_, when your schedule will allow.

Please review the packet we left with you and let us know if you need any further information.

We look forward to working with you in the future. Please do not hesitate to contact me if you have any further questions or concerns related to tobacco control issues, at \_\_\_\_\_ or via e-mail at \_\_\_\_\_.

Thank you again for your time.

Sincerely,  
Your Name  
Title  
Organization  
Contact Information  
<If you are a constituent, please include your home address>