



SAMPLE CONGRESSIONAL THANK YOU LETTERS

Sample #1

Send if you met with a member of Congress

The Honorable (Representative's name)
U.S. House of Representatives
Washington, DC 20515

OR

The Honorable (Senator's name)
United States Senate
Washington, DC 20501

Dear Senator/Representative _____,

Thank you for the opportunity to meet with you during my visit to Washington, DC. I know how hectic your legislative schedule can be. I appreciate that you made time to talk with me/us about CTE and STEM issues that are important to educators, school administrators and state agencies.

You will recall that we touched on *[list the key issues that you discussed, e.g. funding for CTE and STEM programs as well as WIA, WANTO, TANF and other issues.*

[You can include some talking points if you wish, drawing on NAPE's issue briefs].

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

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. 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 Congress when you met with staff only

The Honorable (Representative's name)
U.S. House of Representatives
Washington, DC 20515

OR



National Alliance for Partnerships in Equity

The Honorable (Senator's name)
and/United States Senate
Washington, DC 20501

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with *[Insert staffer's name]* while I was in Washington, DC. I know your staff is very busy, and I was pleased that we were able to meet and discuss CTE and STEM issues that are important to educators, school administrators and state agencies.

[Staffer's Name] and I had a productive conversation about *[list the key issues that you discussed, e.g. funding for CTE and STEM programs, as well as WIA, WANTO, TANF and other issues]*.

[You can include some talking points if you wish, drawing on NAPE's issue briefs].

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,
[Your name, title, and organization]

Sample #3

Send to Congressional staff you met with (use the staff person's direct email address)

Dear _____,

I would like to express my appreciation for the opportunity to meet with you when I was in Washington, DC.

You will recall that we touched on *[list the key issues that you discussed, e.g. funding for CTE and STEM programs and/or other issues]*.

[You can include some talking points if you wish, drawing on NAPE's issue briefs].

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

I look forward to continuing this relationship and to future meetings with you. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,
[Your name, title, and organization]