

Sample Thank You Letter / Email (after congressional visit)

Dear Rep./Sen Doe (or name of staffer you met with):

Thank you for taking time out of your busy schedule last week on Monday March 1, 2011, to meet with me and our group from the Hemophilia Federation of America. We appreciate the opportunity to discuss the issues that are critically important individuals with bleeding disorders. As we discussed during our meeting, we are asking our Members of Congress to help us maintain the federal hemophilia programs at the Centers of Disease Control (CDC) and Health Resources and Services Administration (HRSA) within the U.S. Department of Health and Human Services in the FY 2011 Continuing Resolution and FY 2012 Labor, HHS, and Education Appropriations bill. These programs are crucial to sustaining the high quality of specialized care provided for individuals with bleeding disorders, which enables us to lead healthy, active and productive lives.

Thank you again for your time and for your interest in programs that greatly benefit Americans with bleeding disorders. I hope that we can count on your support. If I or my chapter can be of assistance please contact us.

Sincerely,

Name

Address

Phone/Email