

## Sample Thank You Letter

[DATE]

The Honorable [FULL NAME]

United States [SENATE/HOUSE OF REPRESENTATIVES] Washington, D.C. [20510 (SENATE)/20515 (HOUSE)]

Dear [SENATOR/REPRESENTATIVE] [LAST NAME]:

On behalf of [INSERT NAME OF PROGRAM] in [INSERT CITY/TOWN] I would like to thank you for taking valuable time from your schedule to visit our (insert facility). It was an honor and pleasure to meet with you and your staff, and I hope you enjoyed the tour. More importantly, I hope you came away with a greater understanding of [TOPIC DISCUSSED DURING VISIT].

We look forward to continuing to work with you to ensure the healthy future of our rural communities. Please use us as a resource as you address issues related to rural health care and access to care. We look forward to working with you and your staff in the coming months. Thank you again for taking this time, and we look forward to speaking with you again soon.

Sincerely,

[YOUR NAME]

[TITLE]

[ORGANIZATION NAME, ORGANIZATION ADDRESS]