Sample Thank You Language

Updated: July 23, 2015

Use the sample letter below as a guide for writing your own thank you letters to your Members of Congress. Please remember to E-MAIL thank you notes to your Representative and/or Senator’s office whenever possible. Due to heightened security, it can take up to a month for Members to receive letters sent via mail.

Dear [Representative or Senator] [last name]:

Thank you for meeting with me/us on [date] to discuss [foundation name] and how we serve our common stakeholders. As you may recall, we discussed a number of our projects impacting [district or state], including [project/program mentioned during the meeting]. We also discussed the consequences of tax policy decisions made in Washington, D.C. on our community.

As Congress contemplates comprehensive tax reform, we/l encourage you to remember that tax policy matters for philanthropy in our [district or state]. We/l appreciate the tough decisions you face in working to reform the tax code. We/l want to reiterate that [foundation name] can serve as a resource on philanthropy for you and your staff as you move forward.

[Insert this paragraph if applicable] We/l would like to invite you to tour one of the projects funded by our foundation. [Describe project or include information about potential site visit in this letter]. The [name of the project] will allow you to see concretely how our work benefits the community. We/l will be in touch with your district staff to work out a mutually convenient date.

Thank you again for taking time to meet with me/us. We at the [foundation name] look forward to working with you and your staff in the future. In the meantime, please feel free to contact me/us for additional information about [foundation name] and philanthropy in your [district or state].

Sincerely,

[your name, organization]

cc: ____________________
[Name of staffer in meeting] [Name of tax aide]