



# AUGUST ADVOCACY TOOLKIT

## 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.*

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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/I** encourage you to remember that tax policy matters for philanthropy in our **[district or state]**. **We/I** appreciate the tough decisions you face in working to reform the tax code. **We/I** 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/I** 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/I** 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]**