

SAMPLE AFTER THE MEETING LETTERS

Always send a follow-up letter or fax thanking your legislator or staff members for the time they dedicated to your meeting. Also include any additional information you may have offered to provide in support of your issue. The follow-up communication is important, because it confirms your commitment to your cause and helps build a valuable relationship between you and your representative. If staff was present at the meeting, you were probably given their business card, which contains their email address and phone number. Retain the card for future use.



To member, when you met directly with your Member of Congress:

I would like to express my appreciation for the opportunity to meet with you [when I was in Washington, D.C. OR at your District/State Office in [City, State]]. We know you are very busy, and we are grateful that you made time to talk with [me/DAV members] about issues that are important to veterans with disabling injuries, their families and survivors.

You will recall that we touched on [list the key issues that you discussed, e.g. funding for veterans programs, veterans health care or benefits, or other issues].

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

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

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

Sincerely,



To member of Congress when you met with staff, with copy to staff:

I would like to express my appreciation for the opportunity to meet with [insert staffer's name] while I was in [Washington, D.C. OR at District/State office in [City, State]]. We realize your staff is very busy, and we were pleased that we were able to meet and discuss issues that are important to our nation's disabled veterans, their families and survivors.

[Jane Doe] had a productive conversation with us about [list the key issues that you discussed, e.g. funding for veterans programs, veterans health care or benefits, or other issues].

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

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

Sincerely,
cc: Jane Doe



To staffer, when your meeting was only with the staff:

I would like to express my appreciation for the opportunity to meet with you [when I was in Washington, D.C. OR at your District/State Office in [City, State]].

You will recall that we touched on [list the key issues that you discussed, e.g. funding for veterans programs, veterans health care or benefits, or other issues].

[You can include some talking points if you wish, drawing on DAV'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. If I can be of any assistance, please do not hesitate to contact me.

Sincerely,