

\*\*\*\* **SAMPLE THANK YOU LETTER** \*\*\*\*

*Addresses for Representatives can be found at [www.house.gov](http://www.house.gov) and addresses for Senators can be found at [www.senate.gov](http://www.senate.gov).*

*Date*

*(Name Staff Member)*

United States Senate/House of Representatives

*Address*

Dear Mr./Ms. \_\_\_\_\_:

Thank you for taking time out of your busy schedule to meet with me on [DATE] to discuss the Federal Managers Association and issues concerning the federal workforce. During a time of limited budgets and increased demands of services from the public, a fully funded federal government is imperative. Additionally, sound investments need to be made to ensure departments and agencies will thrive in the future.

As managers and supervisors in the federal government, FMA members want to provide high-quality services to U.S. taxpayers in the most efficient manner possible. America deserves a first-class, sustainable civil service, and we look forward to continuing the Association's work with Members of Congress toward this end.

Again, thank you for your time. I look forward to continue working with you in the future. If you need any additional information, please do not hesitate to contact me or the FMA National Office at 703-683-8700.

With kindest regards, I am

Sincerely yours,

*Your name*

*Your personal contact information (including address and non-government email)*