

****SAMPLE THANK-YOU LETTER TO MEMBERS OF CONGRESS****

Please modify this letter to fit your individual meetings!

Date

The Honorable (Name of Representative/Senator)

United States House of Representatives/Senate

Address Washington, D.C.

20515 (House) or 20510 (Senate)

Attention: (if you met with a staff person)

Dear Congressman/Senator/Mr./Ms.:

Thank you for taking time out of your busy schedule to meet with me and my colleagues during the Federal Managers Association's (FMA) annual Day on the Hill on March 27, 2024. We truly appreciate the opportunity to share FMA's 2024 Issue Briefs with you (and/or) your staff.

As we outlined in the meeting, our top concerns for the second session of the 118th Congress are

_____.

The managers and supervisors of FMA Chapter (Chapter Number) here at (Agency or Location) look forward to working with you (and/or) your staff as our issues move forward in the 118th Congress. We will be in touch with your office as other issues arise in this Congress and we appreciate any support you are able to provide. Please do not hesitate to contact us if we can be of any assistance in the future

Thank you again for taking the time to meet with us. Should I be of service to you in the future, please do not hesitate to contact me at: (personal e-mail address).

With kindest regards,

Sign name

Print name and address