

Date

Legislator
Address
City, State, zip

Dear Representative/Senator:

Thank you for meeting with me last week.

I hope you found it useful to hear more about how our state's investments in early childhood programs are impacting your district. I enjoyed talking with you and look forward to continuing to work with you on issues important to young children and their families.

[Insert here if there are specific items of follow-up that came out of the meeting: for example – “We will be sure to send to your office the information about our screening dates,” or “We will let you know when we get the notification from the State Board of Education about our grant request.”]

Again, I appreciate your time and the opportunity to meet with you.

Sincerely,

Name
Title
Program/Organization