Logo, company name

Description automatically generated

**Sample Legislator Thank You Email or Letter**

*Template Tips: This thank you can be sent as a letter or an email. Make changes to the template specific to your event and facility by updating the content identified by* ***[brackets]****. If sending as a letter, use your organization’s letterhead.*

**Subject Line: Thank You for Visiting [Facility Name] in [Town Name]**

**[Senator or Representative] [Legislator Name]**  
**[Legislator Address]**  
**[Legislator City, State and Zip Code]**

Dear: **[Senator or Representative] [Legislator Name]**:

Thank you for taking the time to come visit us at **[Facility Name]** on **[Date]**. We appreciated the opportunity to meet with you and to visit about long-term care in Iowa.

**[*Personalize letter based on the legislator’s comments and/or questions at the event.]***

It is now more important than ever for Iowans in our district to have access to long-term services and support. We hope the meeting provided you with valuable insights and information about long-term care in the current environment to assist you in representing the needs of our district.

If you would like additional information or have questions about the topics we discussed, please contact me at **[phone]** or at **[email]**.

Sincerely,

**[Your Name]  
[Your Facility Name]  
[Your Facility Address]  
[Your Facility City, State and Zip Code]**