

# Writing a Thank-You Note to Your Legislator

John Smith  
Address Line 1  
Address Line 2  
Phone Number

Date

The Honorable [Name of Senator or Representative]  
Office address with room number

Dear Senator/Representative [Name of Senator or Representative]:

The first paragraph **begins with a thank-you**. Thank the Senator or Representative for meeting with you or returning your call/letter.

Use the second paragraph to rehash some of the major points the two of you discussed. Show that you listened to their point of view. Avoid putting them down for any dissenting views. If you feel as though you were not heard, **address their concerns point by point with facts in a respectful manner**.

The third paragraph is an invitation. **Inform them of a local art event happening in your area**. List the date, time, and any details they may need to know. Offer to have them join you and make an introduction at the event. Senators and Representatives work for their constituents and they want to be reelected. **Offering a positive opportunity for them to be seen in their district supporting the community is tempting**. It is okay to stroke their ego a little bit-especially if you spent the entirety of the previous paragraph using facts to explain why their point of view is not correct.

The final paragraph thanks the legislator for their time again. **Make it clear you intend to maintain this relationship with your legislator and continue to keep them up-to-date on the progress of the arts in your community**. Show that you are invested and that the decisions he/she makes affect your daily life.

Sincerely,  
John Smith  
[Your title, if it pertains to the arts]

