



Health and
Safety *for*
EVERY CHILD

HILL DAY EXPERIENCE

at the 125th Anniversary Convention

Template Thank You Email

Don't forget to thank your member of Congress and his/or her staff for meeting with you. Below is an example of a thank you email. It is best to follow up within a week of your meeting with the staff member or member of Congress.

Below is a template you can use, we encourage you to revise as needed and as appropriate for the conversation you had during your meeting.

[Name of staffer],

Thank you for meeting with *[State PTA]* when we were in town on June 15. We very much appreciated the opportunity to share with you our education policy goals and requests for Congress to take action for the health and safety of every child.

We are grateful for the time we had with to discuss [our requests](#) with you for 1) investments in our nation's youth, 2) enacting sensible community safety and youth violence prevention measures, 3) addressing the youth mental health crisis, and 4) reauthorization of the child nutrition act.

[THIRD PARAGRAPH – provide specific thanks or follow-up related to your meeting. For example, thank them for their co-sponsorship of any of the bills in [PTA's Digital Advocacy Folder](#) or request that that they sign on as a co-sponsor to one of the bills you spoke about during your meeting.]

*Here is an example of what this paragraph might look like **if they are a cosponsor**:*

We are grateful that Representative/Senator XX is a cosponsor of *[provide name of bill(s). Note: you don't have to list them all if your member supports several of PTA's request. You should list the ones that you mentioned in your meeting]*. We are appreciative of *[REPRESENTATIVE'S/ SENATOR'S NAME]* co-sponsoring the Increasing Access to Mental Health in Schools Act (S.1811/H.R. 3572). All students should have access to mental health resources at school and in their community, including targeted support for underserved populations and children experiencing trauma.

*If there was **no commitment of support on the Hill asks**, here is an example of what you could write:*

Would Senator/Representative *[NAME OF MEMBER]* be willing to support *[PROVIDE 1-2 bills for support]*? *[NOTE: pick 1 – 2 of the asks that you feel the Member could most likely support*



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based on your conversation, and provide at least one follow up sentence on why it is important to parents in your state.] Please let us know if we can provide any further information on the issue to help inform your decision. We hope to see your name listed as a co-sponsor in the coming weeks.

We look forward to continuing to work with you and hope we can be a resource to you on issues impacting parents, children and families in [STATE/DISTRICT]. Please contact us at any time. *[NOTE: You could also make a request in this paragraph to host them at an upcoming PTA event if applicable]*

You can also reach out to National PTA's Director of Government Affairs, Kate Clabaugh, at kclabaugh@PTA.org should you have any additional questions on our requests.

Sincerely,

[Your name]

[Your Title]

[Your Contact Information]