**Thank you email template/structure suggestions**

* Connect with Audrey Miller García, Washington Grassroots Manager, to ensure you have the email addresses for each lawmaker you met with
* You can find the contact info for your lawmakers and their staff at the volunteer Cancer Action Day info hub, “WA LEG 24 Email & Phone Roster for Staff & Members.” You can also visit this website: <https://app.leg.wa.gov/Rosters/Members/House>
* Want to send a physical thank you card, find the lawmaker addresses by visiting this site and clicking on your lawmakers name: <https://app.leg.wa.gov/Rosters/MembersByDistrictAndCounties/House>
* Determine what kind of note you need to write; a general thank you, a thank you with an additional urge to support each bill (if your lawmaker said “no” or didn’t give a firm answer), or a thank you to both the staff if lawmaker couldn’t attend meeting and requesting a follow up for an answer on support for the bill

**See examples of each kind of thank you below:**

**General Thank you**

Dear (insert Senator or Representative & name),

Thank you for taking the time to meet with me/us today. We are very grateful for your support for our [insert issue info here].

(Insert short personal piece as a reminder of who you are) Like I said in our meeting, I do this work and care about this issue because…

Please let me know if you would like us to do any additional follow-up.

Thank you again,

(Insert name & hometown)

American Cancer Society Cancer Action Network Volunteer

{Inset other important titles and roles you hold in the community}

**Thank you & urge for support**

Dear (insert Senator or Representative & name),

Thank you for taking the time to meet with me/us today. I understand why you are unsure/don’t support [insert bill info] but hope we can continue the conversation. The bill we discussed today will [insert talking point on each bill].

(Insert short personal piece as a reminder of who you are) Like I said in our meeting, I do this work and care about this issue because…

Please let me know if you would like us to do any additional follow-up.

Thank you again,

(Insert name & hometown)

American Cancer Society Cancer Action Network Volunteer

{Inset other important titles and roles you hold in the community}

**Thank you to lawmaker for meeting with staff & urge to consider support**

Dear (insert Senator or Representative & name),

Thank you to your staff member (insert name) who met with us today. We are very appreciative of their time today. (insert name of staff) let us know that they would provide you the information we discussed with them today about [insert bill info]. This bill will [insert talking point on each bill].

(Insert short personal piece as a reminder of who you are) Like I said in our meeting to (insert staffer name), I do this work and care about this issue because…

We hope we can count on your support. Myself and/or Matt Helder, Govt. Relations Director with the American Cancer Society Cancer Action Network Washington, will follow-up with your office.

Thank you again,

(Insert name & hometown)

American Cancer Society Cancer Action Network Volunteer

{Inset other important titles and roles you hold in the community}