



SAMPLE THANK YOU LETTER TO YOU MEMBER OF CONGRESS – SITE VISIT

[Your Address – VERY important]

[Date]

The Honorable [Member of Congress name]

[Capitol Hill office address]

Washington, D.C. 20510

Via fax: [fax number]

Dear [Member of Congress name]:

Thank you for taking the time to tour our [Bright Lights Afterschool Program] during your recent district working session. The youth, parents and program staff enjoyed meeting you tremendously, and we were delighted to have the chance to share our activities with you.

I hope your visit helped reinforce how much our community values this program. As we discussed, and as I have witnessed firsthand, afterschool programs keep kids safe, inspire learning and help working families.

I look forward to meeting with you again to further discuss the ways in which we can work together to ensure that afterschool programs stay open and are available to more children in our community and our state. Thank you again for taking the time to visit!

Sincerely,

[Your Name]

[Phone Number]

[Email Address]