SAMPLE Thank You Letter
The following thank you letter can be used following your Ignatian Family Advocacy Day meetings during the Ignatian Family Teach-In. This letter can be altered to address any issues you discussed with your legislators during an advocacy meeting.

INSTITUTIONAL LETTERHEAD

This letter can be mailed or emailed to the person you met with. Be sure to include answers to questions brought up or any additional resources mentioned during the meeting in the envelope or attached to the email.

 **[Date]**

The Honorable **[Representative’s/Senator’s full name]**

U.S. House of Representatives/U.S. Senate

Washington, D.C., 20515/20510

Dear Representative/Senator \_\_\_\_\_\_\_\_\_\_:

We are writing to thank you/your staffer, **[Name of staff]**, for taking time out of your/his/her busy schedule to meet with us about humane immigration reform, U.S. policy toward Central America, and climate change **[Or issues discussed]**. It was a pleasure to have the opportunity to discuss these issues in person on **[Date]**.

Our group included **[Number]** constituents from **[State/Congressional district]**. We represent a large and diverse portion of the Jesuit network and we thank you for taking our concerns seriously. Please update us on your work on immigration reform, U.S. policy toward Central America, and environmental justice.

As the materials we left at your office demonstrate, humane immigration reform, U.S. policy toward Central America, and environmental justice are important issues to Jesuit institutions. We represent a growing consensus in our community that believes a broken immigration system, U.S.-aided militarization & impunity in Central America, and outdated environmental policy has resulted in far too much suffering and inequality domestically and abroad. We call on the U.S. government to take an active and even-handed role in bringing about reform in all three areas of our concern. This requires a bipartisan effort to bring about the change for which we, the constituents, want.

Again, we thank **[You/name of staff]** for **[Your/his/her]** time and consideration. We are happy to send additional materials and supporting documents like those we left at your office. Should you or **[Name of staff]** have any questions or need additional information, please do not hesitate to contact, **[Name], [Phone number], [Email]**. We look forward to a follow-up meeting and further work with you on these critical issues.

Sincerely,

**[Name]**

**[Title]**

**[Institution]**