



## Sample Thank You Letter for Congressional Offices

After your visit to Capitol Hill, be sure to send a note to congressional offices thanking members of Congress and any staff members who met with you. A letter is a good way to maintain a relationship with a policy maker's office to remind them of your visit and what you discussed. If you encouraged the law maker to join the Afterschool Caucus, you can use this letter as a reminder to do so. If you met with a staff member, change the letter to say that you appreciated meeting with the policy maker's staff. Be sure to include your contact information at the end of the letter. Below is a sample letter that you can adapt to reflect your meetings.

*NOTE for programs that receive federal grant money:* We suggest writing the letter on your personal stationery so that you can specifically mention funding for 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) or other federal funding sources, like the Child Care Development Fund (CCDF). If you use program stationery, you **should not** ask the official to increase funding for a specific government program like 21<sup>st</sup> CCLC or CCDF. But you can always ask the policy maker to support afterschool programs in general.

### SAMPLE LETTER

(Fax or email your letter. Security concerns mean your letter, by mail, can take months to reach Capitol Hill.)

[Your Address]

[Date]

The Honorable Ruth Smith  
500 Hart Senate Office Bldg.  
Washington, D.C. 20510  
Via fax: 202-224-1234

Dear Senator Smith:

Thank you for taking the time to meet with me and other afterschool supporters from [your city] in Washington, D.C. on April 20. I enjoyed talking with you about afterschool programs and the great benefits they provide here in [your city] due to federal funding from the 21<sup>st</sup> Century Community Learning Centers initiative. Afterschool programs keep kids safe, inspire them to learn and help working families.

I hope that you will consider joining the Afterschool Caucus as a way to support afterschool in Congress. I also hope you will build on the investments made by Congress and fully fund 21<sup>st</sup> Century Community Learning Centers in this year's appropriations bill. This additional funding will allow hundreds of thousands of children to gain access to afterschool programs, critical to their success in school and life. I know you agree that all children and working families deserve the support and stability that comes with participation in quality afterschool programs.

Whenever it is convenient for you, I would be delighted to give you a tour of our program and an opportunity to talk to the children and parents we serve.

Thank you again for your time and public service.

Sincerely,

[Your Name]  
[Phone Number]  
[Email Address]

