

The Honorable (Senator's name)
United States Senate
Washington, DC 20501

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with you when I was in Washington, DC. I know you are very busy, and I am grateful that you made time to talk with me about issues that are important to seniors.

You will recall that we touched on *[list the key issues that you discussed, e.g. funding for senior programs, long-term services and supports, or other issues]*.

[You can include some talking points if you wish, drawing on NCOA's issue briefs.]

[If you promised to follow up with any other information, include it here.]

I look forward to continuing this relationship and to future meetings with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[Your name, title, and organization]