



TEXAS Pharmacy Association

Advancing the Practice of Pharmacy to Enhance the Delivery of Quality Health Care to All Texans

HOW TO WRITE A THANK YOU FOR A LEGISLATIVE MEETING OR VISIT

Writing a letter to a Legislator shows them that you valued their time and provides an opportunity to revisit the issues that were discussed. It is a small task that creates a positive image for our profession and will encourage Legislators to accept future opportunities to become involved in pharmacy. These letters tend to require a more formal tone and construction than a typical letter. Below is an example of what an appropriate thank you letter would be composed of, but feel free to add your own style with professionalism kept in mind.

SAMPLE TEMPLATE

Date

The Honorable [Name of Legislator]
The [State Senate] or [House of Representatives]
State Capital
[Capital Address]
Austin, TX 78768

Find your Legislator's Address by clicking on House or Senate members, and then clicking on their name at this website: <http://www.legis.state.tx.us/Home.aspx>

Dear [Senator] or [Representative]:

(Thank them for their time, reference when the meeting/visit was, and the reason for the meeting or visit)

Example Paragraph 1:

I would like to express my appreciation for the opportunity to meet with you on (Date of Meeting). I know you are very busy, and I am grateful that you made time to talk with me about the issue of pharmacists being able to immunize.

Example Paragraph 2:

I would like to express my appreciation for the opportunity to have you visit my pharmacy on (Date of Visit). I know you are very busy, and I am grateful that you made time to talk with me about issues that are important to pharmacists and see the services we provide to the community.

(List the key points that were discussed, provide any follow-up information if it was requested, and offer your services for follow-up information should they need it)

Example Paragraph:

As you may recall, we discussed how giving pharmacist this ability would benefit the community. Pharmacist provide a greater window of opportunity to obtain these vaccines during the day and are one of the most accessible health care professions. Should you require any further information or insight on this topic, feel free to contact me.

(Close with a final thank you)

Example Paragraph:

Again, I thank you for taking the time to meet with me. I hope that you found this discussion beneficial when addressing this issue in the legislature.

Sincerely,
[Your Signature]

Your Name (Typed or Printed)
Your Address
[Your phone number and email if you offered for them to contact you]

NEED ADDITIONAL INFORMATION?

Please Contact: Justin Hudman, at 512-836-8350 or jhudman@texaspharmacy.org