

Date

The Honorable [Name of Legislator]

The [State Senate] or [House of Representatives]

State Capital

[Capital Address]

City, State Abbreviation, Zip Code

Dear [Legislative Staff Member], [Senator], or [Representative]:

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

Introduction Example Paragraph:

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 supporting NIH funding for celiac disease research.

(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)

Introduction Example Paragraph (Option 2):

I would like to express my appreciation for the opportunity to speak with you about this issue on (Date of Meeting). I know you are very busy, and I am grateful that you made time to talk with me about issues that are important to the celiac disease 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 Body Paragraph:

As you may recall, we discussed how NIH funding for celiac disease research would benefit the community. People with celiac disease have a 6x greater risk of death from non-Hodgkins lymphoma and a 4x greater risk of death from small bowel cancers. Should you require any further information or insight on this topic, feel free to contact me.

(Close with a final thank you)

Example Closing 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]