[ Your Address]  
[Your City, State Zip Code]

[Today’s Date]

The Honorable [Representative’s name]  
U.S. House of Representatives  
Washington, DC 20515

OR

The Honorable [Senator’s name]  
United States Senate  
Washington, DC 20501

Dear Senator/Representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

**Thank you for the opportunity to meet with you on [date].** I am grateful that [you and/or name of Staffer met with] made time to talk withmy team and I about [diaper need/period poverty/issue you discussed] as well as other issues concerning the basic needs of low-income families.

[\*If application: include a brief paragraph about your organization.]

**We discussed the [full bill name and number].**  This legislation would [insert bill details here] and [insert additional bill details here]. This bill would also [insert bill details here/how it would help the population or community].

As I also mentioned during our meeting, [key issues, talking points]

**[Name of organization] would be honored if you were to visit and tour our facility.**  It would be a wonderful opportunity to introduce you to the organization and meet our staff, partner agencies and members of the community. **Please contact me at [xxxxxx] to schedule.**

[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, phone number, email address]