



**CALIFORNIA
STATE PARKS
FOUNDATION**

**SAMPLE LETTER
THANKING LEGISLATOR AFTER OFFICE VISIT**

[Your return address]

[Date]

The Honorable [Name]
California State [Senate or Assembly]
Capitol Room # [room number]
Sacramento, CA 95814

Dear [Senator or Assemblymember] [Last Name]:

Thank you for taking the time to meet with [organization] on [date]. I am grateful that you made time to talk with me about support for [your issue].

You will recall that we touched on [list the key issues that you discussed, e.g. funding for California state parks, climate resiliency, equitable access to parks, wildlife and nature, history and culture, or other issues].

[You can include some talking points if you wish, highlighting information from the bill or issue area, or details relevant to the meeting.]

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

Thank you for your leadership. I look forward to continuing to work with both you and your dedicated staff. In the meantime, if I can be of any assistance, please do not hesitate to contact me. You can reach me at [email and/or phone number].

Sincerely,

[Your Name]
[Title]
[Organization]