## Send if you met with a member of Congress

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

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 our future voters.

You will recall that we touched on *[list the key issues that you discussed, e.g. funding for social studies, civic education or standardized testing or any other issue you touched on].*

*[You can include some talking points if you wish, drawing on NCSS list of speaking points.]  
    
[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]*

## Send to members of Congress when you met with staff only

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to express my appreciation for the opportunity to meet with *[Insert staffer’s name]* while I was in Washington, DC. I know your staff is very busy, and I was pleased that we were able to meet and discuss issues that are important to our future voters.

*[Staffer’s Name]* and I had a productive conversation about *[list the key issues that you discussed, e.g. funding for social studies and civic edcuation, or other issues].*

*[You can include some talking points if you wish, drawing on NCSS issue briefs].*

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]*

## Send to Congressional staff you met with (use the staff person’s direct email address)

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I would like to express my appreciation for the opportunity to meet with you when I was in Washington, DC.

You will recall that we touched on *[list the key issues that you discussed, e.g. funding for social studies education and civic education, or other issues].  
   
[You can include some talking points if you wish, drawing on NCSS’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 you. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

*[Your name, title, and organization]*