

[Your Name]
[Your Mailing Address]
[Your City, State, & Zip Code]
[Phone Number and email address, if you so desire]

[Date]

[Senator's or Representative's Name]
[Mailing Address]
[City, State, & Zip Code]

RE: Thank you for the Meeting

Dear Senator/Representative _____,

I would like to express my appreciation for the opportunity to meet with you when I was at the Oklahoma State Capitol April 7, 2022. I know you were very busy, and I am grateful that you made time to talk with me about importance of education and government specifically for business, marketing, and information technology.

You will recall that we touched on [list the key issues that you discussed, e.g. BMITE programs, CTSOs and educational programs].

[You can include some talking points if you wish]

[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]

Thank you