

Sample Thank You Letter

Below are is a suggestion on how to tailor a thank you letter – note that you will tailor it differently if you are thanking a member for a meeting or thanking a member for their general support.

Dear Senator/Representative XXX,

Thank you for taking the time to meet with me on [date] regarding the federal support for preventive medicine residency training programs./Thank you for your support of federal funding for preventive medicine residency training programs. I was pleased to learn of your commitment to disease prevention and health promotion programs.

The specialty of Preventive Medicine is the nation’s leading source of public health physicians. No other medical specialty demands its practitioners be trained in both hands-on clinical care and population-based public health. This unique training prepares preventive medicine physicians to improve population health by addressing the underlying causes of disease. [Insert the specifics on how it will benefit the district/state].

I greatly appreciate your support [and look forward to working with you to expand the preventive medicine residency training pipeline]. Please feel free to contact me directly at [insert phone number] or by email at [insert email address] if you have any questions or need further information.

Sincerely,

[Name]

[Title]

[Name of organization/university]