**TEMPLATE THANK YOU LETTER** – Please place on hospital letterhead and add hospital-specific details

Date

The Honorable [FIRST AND LAST NAME]

Attention: [SCHEDULER FIRST AND LAST NAME]

 [SCHEDULER EMAIL ADDRESS]

Dear Representative [LAST NAME]:

Thank you for taking the time to meet with us at [HOSPITAL NAME]. It was a pleasure to [MEET/SEE YOU AGAIN]. We are grateful for your visit and the opportunity to discuss the issues and challenges that are important to our hospital and the health of our community.

We are proud of our commitment to our patients and their families and look forward to working with you to ensure access to care remains a priority as you consider legislative proposals in the final days of the 118th Congress.

As we discussed, [ISSUE 1, ISSUE 2, and ISSUE 3] are critical for us at [HOSPITAL NAME], and I hope we can continue to engage with you on these issues.

If you or your staff have questions about these or other legislative proposals, please reach out to me directly at [INSERT PHONE NUMBER AND EMAIL].

Thank you again for visiting with us and for your service to our community.

Sincerely,

[Signature]

[Name]

[Title]