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 for the Melanoma Research Foundation’s Hill Day. I know your staff is very busy, and I was pleased that we were able to meet and discuss issues impacting the melanoma community.

[Staffer’s Name] and I had a productive conversation about Include one to two sentences about each of the specific issues you discussed with this office including the bill and name of the bill where appropriate.

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]

*Example:*

*Cassie Beisel, Melanoma Survivor and Advocate*

*for the Melanoma Research Foundation*

*[Your Address]*