[Date]

The Honorable [INSERT First and Last Name]

[INSERT Elected Title]

[INSERT Address]

Dear [INSERT Elected Official Title and Last Name],

I wanted to reach out and thank you for taking the time to meet with me on [INSERT date]. I know your schedule as a legislator is extremely busy, and I truly appreciate you making time for me.

As discussed in our meeting, I represent [INSERT organization]. Our work as a crisis center has been invaluable to [INSERT adjective to describe state residents, i.e. New Yorkers, Nevadans, etc.] in crisis. In addition to other services, we are part of the 988 Suicide and Crisis Lifeline, answering calls [texts and chats, if applicable] for [INSERT adjective for state residents] when they experience emotional distress.

[If necessary, include any follow-up information relevant to your conversation, i.e.: talking points, data, graphics, or anything the legislator may have asked for. Additionally, this is an ideal time to ask the legislator for something specific, i.e.: sponsorship of legislation, bill introduction, etc.]

Thank you again for your time, and I look forward to working with you more closely moving forward.

Best regards,

[INSERT First and Last Name]

[INSERT title]

[INSERT organization]

[INSERT contact information]