

*[Use this letter to thank elected officials for attending a meeting. Send this letter on your letterhead, if available, or include your return address.]*

*Insert Date*

The Honorable *[Name]*  
ATTN: *[Staffer, Title]*  
*[street address]*  
*[city/state/zip]*

Dear *[title]* *[last name]*:

Thank you for taking the time to meet with me and other representatives of the *[coalition name]* last week regarding the challenges facing public transportation, especially *[local project or topic of interest]*. We enjoyed meeting with you and *[legislative aide]*. I'm glad we had the opportunity to discuss an issue that affects so many people in *[city/state/community]*. We especially appreciate your commitment to *[describe any commitment made by the official]*.

The *[coalition name]* believes that public transportation is vital to quality of life of our community. As we discussed ...*[Insert one or two specific points about the importance of public transportation in the relevant geographical area.]*

Our coalition would greatly appreciate your support *[if support has been committed, "greatly appreciate your support"]* in ensuring that public transportation is widely available to all who need it – especially the people living in *[city/state/community]*. On behalf of all our members and the thousands of citizens they represent, I want to thank you for taking the time out of your busy schedule to discuss this important matter. *[Include any additional information, follow-up messages or other matters you discussed.]*

Sincerely,

*[Name]*  
*[Title/Company]*  
Cc: *[Transportation aide/staffer]*