USE YOUR VOICE TO SHAPE THE FUTURE

Follow-Up Letter

Use this sample to draft your follow-up email/letter to an elected official after you meet with them. Use their full name, correct title, and what committees they are on and if they are involved at a leadership level for those committee. And importantly, know which district they represent.

Date

Hello Representative/Senator _____,

Thank you for meeting with (name of your organization or person) on date. We appreciate your time and service to the #xx district—and your leadership as *Example:* Vice Chair of the College and Workforce Committee!

Provide a paragraph that reinforces your messaging. Example: "As the student arm of the College Promise Coalition we will continue to recruit and train an active and diverse network of students from the across the three sectors -- the 34 community and technical colleges, the 6 public baccalaureate institution, and the 10 private non-profit colleges – unified around the Coalition's priorities every year. Each student story serves as testimony to your great work and supports our work educating fellow legislators about the student experience. We know education is the key to our state's recovery."

This upcoming session/During this session we plan to reinforce the College Promise Coalition priorities:

1. Protecting the progress made; and what you helped make possible with the Washington College Grant!
2. Increasing equity in Washington: *Communities of color that are low-income have been hit the hardest by COVID-19. This spans across all three sectors and the 50 campuses that make up WA-SEN*
3. Supporting education-to-career pathways: needs such as academic advising, food and housing supports, behavioral health care, and tutoring as they work to get through this difficult time—and to stay in school.

Thank you and we look forward to keeping in touch in-district and during the session.

INSERT YOUR EMAIL SIGNATURE