

Sample Thank You Letter

(print onto your business or association letterhead)

Addressing Correspondence:

To a Senator: The Honorable (Full Name)
 U.S. Senate
 Washington, D.C. 20510

To a Representative: The Honorable (Full Name)
 U.S. House of Representatives
 Washington, D.C. 20515

Dear (Senator/Representative/Mr. Chairman/Madam Chairwoman):

On behalf of the NAIFA-(state), I wish to thank you and your aides for spending time with me and my colleagues on (date).

As a leader for insurance agents and financial advisors in (state/district), I welcomed the opportunity to speak with you about the impact that tax reform and insurance regulatory reform may have on my industry. As I mentioned, these issues affect my clients, America's consumers and your constituents.

If I can provide you or your staff further information on insurance and financial services issues or the National Association of Insurance and Financial Advisors, please feel free to contact me.

Sincerely,

(your name)
(your association title)
(your NAIFA Chapter)