[Date]

Attn: Scheduler

The Honorable [Name of Senator/Representative/Governor]  
[Local or D.C. Office Address]

Dear [Senator/Representative/Governor] [Name]:

Thank you for your [site visit to /meeting with] [Name of Your Organization]. We greatly appreciated the opportunity to speak with you about some of the programs that are offered through our organization and hear your views on ways to support and improve mental health and substance use services.

During our meeting, I shared information about our organization, the services we offer and the challenges we face in meeting our clients’ needs. We are eager to provide high-quality evidence-based services that meet the needs of individuals with mental health and substance use problems and appreciate support from our elected officials.

As we discussed during our visit, [briefly reiterate one or two messages you discussed in the site visit about why this is needed. If you discussed a specific piece of legislation or action, mention that again].

We would welcome any opportunity to serve as a resource to you as you consider policy choices that have implications for community providers such as [Name of Your Organization]. Thank you again for your visit and I look forward to speaking with you in the future regarding [piece of legislation or action]. Please let me know if I can ever be of service to you or your staff.

Sincerely,

[Name]  
[Organization Name]  
[Contact information]