**2014 NAA Capitol Conference**

**Sample Thank You Letter and Follow Up**

Date

< *Name of Staffer*>

The Honorable <*insert name*>

United States House of Representatives (OR United States Senate)

House or Senate Office Building

Washington, D.C.

Dear <*Name*>,

Thank you for taking the time to meet with <*me / your affiliate*> during our recent visit to Washington, D.C. I appreciate the opportunity to meet with you to discuss issues affecting the multifamily housing industry.

As we discussed, we are concerned about housing finance reform and immigration reform. We would be grateful for your support on these issues.

Thank you again for the opportunity to meet with you. I am happy to keep your office informed on the issues impacting the apartment industry. Please contact me via <*enter email address*> or <*enter phone number*> if you need further information. I look forward to speaking with you again.

Sincerely,

Your Name

Your Affiliate