[Date]

Name of Staffer, [if applicable]

The Honorable [First name, Last name]

Committee

District Office

[Local Address]

Dear Representative (or Senator) [Last name],

Thank you for meeting with me [my colleagues and I] on [date and place]. I am pleased that we had the opportunity to discuss issues affecting the PANS PANDAS Community.

[Briefly restate the issue(s) and what actions(s) you want the Member to take. Also, provide any follow-up information you may have promised.]

Again, thank you for meeting with [me/us]. Please contact me at [you phone number] or [your email] if I can be of any assistance or if I can provide any additional information. I will continue to monitor [issue(s)] and will keep in touch with your office as developments occur.

Sincerely,

[Your name and any credentials]

ASPIRE Legislative Advocates