

The Thank You letter should be sent a few days after the meeting. Send it to the person you met with. Tailor the middle paragraph to fit the content of the meeting.

Date

Your Name
Your Address
City, State, Zip

Title, Name of person you met with (Senator/Representative/Aide)
Address
City, State, Zip

Dear Senator/Representative/Mr./Ms. <name>,

Thank you for meeting with me(us) on <date> and discussing the future of America's space program. We hope that you will review the information in our Briefing Book and call us with any questions or concerns.

America needs a space program, and that program needs a goal. As discussed, we believe this goal should be the human exploration of Mars in the near-term, using currently available technology. The Shuttle modifications we discussed (removing the Orbiter, adding a second stage and payload with habitat) would enable Mars exploration for roughly the same cost as today's Shuttle Program, preserving tens of thousands of jobs and renewing our Nation's (and our children's) commitment to excellence in science and technology.

We look forward to serving as a resource to Senator/Representative/your office whenever needed and to working together to keep America the proud nation she is.

Sincerely,

Your Name
Your Chapter