****

**Thank-you letters to legislators, aides**

**A. Sample thank you letters**

*Use a thank you note card with the sample block as a model. Feel free to personalize!*

**In note card:**

Thank you for the opportunity to meet with (you, your staff) on Thursday, February 12, at your office. I (we) greatly appreciated sharing information with (you, your staff) about the way MESA increases opportunities for students in your district to excel in engineering, math and science.

Sincerely,

Name(s)

Centers (s)

**On letterhead:**

(Date)

(See next page for proper title instructions)

(Name and Title)

California State (Senate or Assembly)

State Capitol

10th & L Streets

Sacramento, CA 95814

Dear (see next page for proper salutation):

Thank you for the opportunity to meet with (you, your staff) on Thursday, February 12, at your office. I greatly appreciated sharing information with (you, your staff) about the way MESA increases opportunities for students in your district to excel in engineering, math and science. We are proud that MESA is helping to keep California competitive by producing the professional engineers, scientists and mathematicians our state needs to maintain a healthy economy.

I’d like to extend an open invitation for you to visit MESA. Please don’t hesitate to contact me if you would like to visit our program. (OR, REPEAT THE SPECIFIC EVENT OR ACTIVITY THAT YOU MAY HAVE DISCUSSED IN YOUR VISIT.)

Again, thank you for your time and your support.

Sincerely,

(Name)

Title

**B. Proper forms of address for legislators and legislative aides**

**For legislators:**

The Honorable (name of legislator)

California State Assembly, **OR**

California State Senate

State Capitol

10th & L Streets

Sacramento, CA 95814

Dear (Senator or Assemblymember) (Last name):

**For legislative aides:**

Mr./Ms. (name of aide)

Office of the Honorable (name of legislator)

California State (Senate or Assembly)

State Capitol

10th & L Streets

Sacramento, CA 95814

Dear Mr./Ms. (last name):

Rev. 01/16