Hello [Insert Staffer’s Name],

I wanted to thank you for taking the time to meet with me and other music education advocates from [insert state]. It was a pleasure to speak with you about the importance of music education and how Representative [Name] can support music educators and student on Capitol Hill. In our meeting we discussed a few key programs and legislation that would support music education. As a follow up to that conversation I am attaching the NAfME Fact Sheet, which contains a number of programs and legislation that we didn’t have time to discuss, that would greatly benefit music education. Thank you again for taking the time to meet with me.

Sincerely,

[Name]