

(Insert your letterhead and date)

RE: Thank you for meeting on **Date**

Dear _____:

Thank you for meeting with myself and my colleagues on **Date** at your **City** (**Washington DC, Sacramento, Local District**) office when we were in town for **California WIC Association/National WIC Association** events. I greatly appreciate you taking time out of your busy schedule. We enjoyed talking to you about the important work our WIC program is doing in your district, and we would like to invite you to one of our (**Insert site name if you want**) sites for a tour when you are back in the district.

If you have any questions regarding specific legislation, please feel free to follow up with the California WIC Association at (916) 572-0700 or contact Sarah Diaz at sdiaz@calwic.org.

(Insert personal paragraph if you want, referring to specific topics that came up in your meeting, or add any other personalization – a success story from your WIC agency perhaps).

Sincerely,

Signature

Name

Title