

Following Up After a Meeting with Your Representative

SO, HOW DID IT GO?!

Hopefully your meeting was great! Remember, even if you did not get a commitment from the representative that he or she will be able to do something, you've brought up a new way for them to think about your issue. Every meeting makes a difference!

WRITING YOUR FOLLOW-UP EMAIL (SEND WITHIN 48 HOURS)

There's an easy formula you can use to write your follow up email:

1. **Greeting:** if you met with a representative, use their title (Representative/Senator Last Name) unless you are *really* good friends with them. Err on the side of formality. If you met with a member of staff, if the meeting went well, use their first name. If the meeting was more combative, use their last name (Mr./Mrs./Ms. Last Name) to remind them that you respect their position.
2. **Say Thank You:** Be really specific in your "thank you" sentence. They probably saw a lot of people the day they saw you, so you'll want to remind them who you are and what you talked about! Here's an example: "Thank you for meeting with me on Tuesday and discussing the needs of patients who have diabetes and have to deal with non-medical switching."
3. **Re-Explain the Issue:** In one or two sentences, say again what the issue is and why it is a problem, and then give your solution. For example: "Non-medical switching affects so many patients with diabetes, and forces them to switch off of medications they are stable on just so that insurance plans can make money. AB 3504 will ensure that patients are not non-medically switched during their plan year, when they cannot choose a different health plan."
4. **Make The Ask Again or Give a Reminder:** This last sentence can be one of two things: if you got a commitment from the Representative or member of staff about doing something specific, then gently remind them of their commitment. If you did not get a commitment (that's ok!) then ask again for what you want. For example: "I was so pleased that you said you would ask your colleagues to sign on to the bill," or "I'd like to ask you again to please sign on to this bill to make a huge impact for people with diabetes."

Ready for the next meeting?

Make sure to leave the door open! Always offer to be a resource for the representative and his or her office - you want them to call you first when they think about this issue! In addition, if you plan to see the representative again regarding the issue, mention that in your thank you. It may help the scheduling process go easier!

WRITING YOUR FOLLOW-UP THANK YOU CARD (SEND WITHIN 3 DAYS)

Your thank you card should follow the same format, but be different enough so that they wouldn't think to compare the two notes. Your thank you card may take a much longer time to get to them (because of security screening), so don't make any time-sensitive references! For example, don't say "I enjoyed meeting you yesterday," say "I enjoyed meeting you on July 24."