

Sample Thank You Letter

Your Name and Credentials
Your Street Address
Your City, State and Zip

Date

SAMPLE

The Honorable (Legislator Name)
(Member of Assembly/State Senator)
Rm. 000, (Legislative Office Bldg. or Capitol Bldg.)
Albany, NY (12248/12247)

RE: (Intent, ex. Bill Number and Description or Thank You for Meeting on Date)

Dear (Assemblymember/Senator Last Name):

I would like to thank you for the opportunity to meet with you during the New York State Nurses Association (NYSNA) Lobby Day on April 21, 2009. I appreciate your attention to the many serious healthcare issues facing the legislature this session.

New York State is facing a critical nursing shortage that is being made worse by terrible working conditions, including unsafe staffing and the use of mandatory overtime. These conditions endanger patients' very lives and continue to drive nurses away from the bedside.

I urge you to support the legislation that we discussed, which helps to address these problems:

- ◆ Establish safe minimum nurse-to-patient ratios in healthcare facilities.
- ◆ Ban mandatory overtime for nurses (except in defined emergencies).
- ◆ Prevent violence against nurses by toughening the penalties for assault.
- ◆ Support educational advancement for nurses.

I thank you again for your attention to these pressing issues.

Sincerely,
(Your Signature)
(Your Name and Credentials)