

## 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 12, 2011. 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 violence against nurses. 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.
- ◆ Prevent workplace bullying and promote a healthy work environment.
- ◆ Support educational advancement for nurses.
- ◆ Require facilities to implement safe patient handling procedures.

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

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