Sample Thank You – On Facility/Community Letterhead

DATE

The Honorable Name

State Senator or State Representative

Dear Senator or Representative:

On behalf of the residents and staff of the Facility/Community Name, I want to thank you for making time in your very busy schedule to visit with us on Tour Date. Everyone here greatly enjoyed meeting you and each of us was gratified by your obvious commitment to issues affecting the quality and future of long term care in our community.

Our discussion about the ravaging inflation and staffing cost increases our community is experiencing will need to be ongoing dialogue during the 2024 session of the state legislature. In the meantime, it is reassuring to our community that you have taken the time to better understand how critically important our skilled nursing facility is in meeting the long term care needs of our community and that you know about the many challenges we have needing attention in the 2024 session of the state legislature.

I look forward to speaking with you again soon. If I can be of any assistance for any reason, please contact me without hesitation.

Sincerely,

Name

Title

Facility

Email

Phone

P.S.: Enclosed are some of the best photos we took during your tour of the Facility/Community Name.