

# WASHINGTON LEADERSHIP TRAINING INSTITUTE

2019

## Sample Thank you to Senators/Representatives

### Directions:

- Write a thank you note for each congressional visit your delegation made.
- Make your thank you note as personal as possible.
- Turn in all thank you notes to the WLTI headquarters as directed.
- Do not seal envelopes — notes will be reviewed and mailed for you. SkillsUSA will provide postage.
- You may include a business card, if you have one.

*Dear Senator/Representative [name]:*

*Thank you for visiting with our SkillsUSA [state name] delegation on Tuesday, September 24, 2019. We enjoyed speaking with you about career and technical education (CTE) and SkillsUSA's efforts to close the skills gap. If you have any questions about CTE or SkillsUSA in our state or community, please let us know.*

**or**

*Dear Senator/Representative [name]:*

*Thank you for allowing your staff member [name] to meet with our SkillsUSA [state name] delegation on Tuesday, September 24, 2019. We thoroughly enjoyed speaking with [him/her] about the SkillsUSA Framework and career and technical education (CTE) during our visit. If you have any questions about CTE or SkillsUSA, please let us know.*

*Sincerely,*

*[Your name], SkillsUSA [state name] delegation*

**LOOK UP ADDRESSES: [www.cqrcengage.com/skillsusa/electedofficials](http://www.cqrcengage.com/skillsusa/electedofficials)**

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Kerry McKittrick, Legislative Assistant  
The Honorable James R. Langevin  
U.S. House of Representatives  
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Washington, DC 20515