

Sample “Thank You” letter format

Date....

(MLA address/contact information: Find your MLA using [Who's My MLA - Search | Elections Alberta](#) if you have misplaced that information: example below)

Honourable.....*name/title of whomever you previously wrote to*

Dear *name/title*:

I am writing to thank you for meeting with *me (us?)* to discuss my request for your government to support a funding increase for the wages of people who work in the Community Disability Service sector, both immediately for cost-of-living relief and permanently by at least 25% in the 2022/23 budget. I would like to thank you for your time and for ... *(thank them for anything they have committed to doing at the meeting or reminding them of anything memorable from the meeting).*

(You can remind them of the content of your information shared with them, emphasizing any points you would like to make again, but this is not necessary. If there was any confusion in the meeting you can try to clear that up. You can also restate your concerns if you feel you have not been heard, misunderstood, or your situation has changed.)

If you require any additional information from me, please just ask. I am also happy to meet with you again if you would find that helpful. I believe Community Disability Support Workers are critical in the lives of the people we support. I hope your government shares that belief and that we can rely on your support.

Yours sincerely,

Jane Doe

Jane Doe
123 First Street SE
Town, Alberta
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Email:
Telephone: