Good afternoon [insert Legislator name],

My name is [Your Name], a [title] from [organization name].

I hope this email finds you well. I am writing to you to thank you for co-sponsoring a bill that would establish regulations regarding the closure and relocation of DTA offices all across Massachusetts. This issue is of great importance in ensuring that our most vulnerable members have a voice on important decisions that greatly affect their access to necessary services and benefits.

Thank you for the time and effort that you have contributed to advancing this bill. I greatly appreciate the impact that you have made in ensuring that our community members' voices are heard in very important matters!

Sincerely,
[Your Name]