

# Thank you Letter-Writing Guide

*Congratulations on a successful lobby meeting with your legislator! Every lobby meeting, no matter what your legislator's response, is a success— the important part is that you were able to meet with them to express your views as their constituent as to why the Clean Energy Jobs Act is important. The last thing that you can do to send the message home is to send them a thank you letter to thank them for their time and urge them to pass CEJA as soon as possible. This will further solidify their impression of your lobby meeting and CEJA in their minds— by taking the time to compose an thank you email or write and mail a letter, you show an even stronger commitment to the cause, and they will pay attention.*

## Things to say in your letter:

1. A thank you for their time in meeting with you
2. Your personal reasons for supporting the Clean Energy Jobs Act
3. Your Ask- passing CEJA as soon as possible!
4. Don't worry about the length. Keep it short and sweet! It just needs to sound like you and should incorporate everything mentioned above.

## Sample Thank you Letter:

"Dear Representative Tarver,

This is Linda Trey, resident of Hyde Park. I wanted to thank you again for taking the time to meet with my fellow District 25 community members on Virtual Lobby Day about the Clean Energy Jobs Act— I've only become more politically involved in the past couple of years, and this was my first time meeting with my elected official. I'm proud to have a Representative that advocates for justice and who represents me as a person of color.

I'm so glad that you are co-sponsor of CEJA, and now I'm asking you again to please do all that you can to make sure that it gets passed. It has so much momentum with half of the House Representatives co-sponsoring it, and over half of the Senate, and we need you to help push it through, whether that means talking to your fellow representatives who don't support it to ask what their hesitations are, and to tell them your reasons for supporting. CEJA can't wait. Illinois can't wait, and our BIPOC communities can't either.

Sincerely,  
Linda Trey"

## Addressing your letter

1. Find your legislators' email or address of their district office at [Illinois General Assembly Senate](#) or [Illinois General Assembly House](#)
2. If the email of your elected official is not listed on the ILGA website, try their campaign website.

## Written a letter? Let us know and spread the word!

After you've sent in an email or letter, let us know so we can keep track of how big an impact we are making together! Fill out our [thank you letter tracking form](#)

To maximize your impact, share a fun picture on social media of yourself mailing your letter to Make sure to tag your legislators and use the hashtags #cejacantwait and #twill. You can find your legislators' social media handles here in [CEJA legislator social media handles](#)

### Sample Social Media Post:

"Sending an email/letter to my {REPRESENTATIVE OR SENATOR} , [NAME OF LEGISLATOR] to thank them for meeting with me at the Illinois Clean Energy Jobs Coalition fall lobby day to talk about why #cejacantwait"