

Sample Form Thank You Letter

[*Insert School District Letterhead*]

_____, 20__

[Senator | Representative] [First Name] [Last Name]

[Insert address]

Columbus, Ohio 43215

Dear [Senator | Representative] [Last Name],

We are very appreciative of your recent visit to [XXX] Schools and to have the opportunity to share with you the great things happening in our classrooms, the amazing faculty and staff who serve our students, and the outstanding students we have the pleasure of working with each and every day. I'm sure you have many demands on your time, and the fact that you were willing to spend the [*morning, afternoon, day*] with us to learn more about our District's programs holds special significance to our Board of Education members, district and building leaders, students and staff, and community. We hope the event was informative and enjoyable for you as well.

Our District's Communications Director was on hand to capture several photos of your visit, and I would be happy to forward these to you if you would like. As we discussed during your visit, we look forward to having you back in the [*spring/fall*] for our [*describe follow-up visit such as a concert, game, student recognition ceremony, etc.*].

Please do not hesitate to reach out to [*the Board President, Treasurer, and*] me if I/we can be of any assistance to you in the future. I've included contact information for all of us below. Once again, thank you for your visit to, and your support of [XXX] Schools.

Sincerely,

[Superintendent Name]

Superintendent, [School District Name]

Email: _____

Phone: _____