



TEMPLATE THANK YOU EMAIL

This is a sample thank you email that you can send to the MPP following your meeting – just remember to remove all italicized placeholders and replace them with the appropriate information.

[MONTH] XX, 2022

*[Mr./Ms.] [FIRST NAME] [LAST NAME]
[MPP, Riding Name]*

Via email: *[EMAIL]*

Dear *[MR./MS.] [MPP LAST NAME]*,

On behalf of *[Insert local agency]* and Ontario Agencies Supporting Individuals with Special Needs (OASIS), thank you for taking the time to meet with *[me or us]* on *[date]*. *[I or We]* appreciated the opportunity to discuss the critical role that we fulfil for individuals living with developmental disabilities and their families living in *[electoral district or community]* and across Ontario, and the importance of our priority issues to ensure the sustainability of the DS sector so we can continue to perform essential work in our community. We appreciate your support.

[Reiterate any relevant commitment to support OASIS' priorities and speak to others in their respective party]

[Reiterate any relevant details from the visit]

[Provide answers to any questions they raised that you committed to following up on]

We look forward to continue this conversation going forward. If you have any other questions, please do not hesitate to contact me at *[your email address]*.

Sincerely,
[Insert your name]