# Follow-up Email

A thank you note should be sent to all government meeting participants within 48 hours that includes a summary of the meeting as well as any next steps or action items.

## **SAMPLE EMAIL**

Dear Minister [Name],

Thank you for meeting with us today/yesterday. On behalf of The Salvation Army we are grateful for the important work you are doing to/on [insert details.]

I wanted to take this opportunity to reiterate our view that:

* [insert details.]
* [insert details.]
* [insert details.]

Additionally, I wanted to share a digital version of the documents we provided which summarizes our position [AND ANY OTHER RESOURCES], which provide additional background and relevant information.

We look forward to continuing to work with you for the benefit of all Canadians.

Sincerely,  
  
NAME   
TITLE  
PHONE  
EMAIL ADDRESS  
MAILING ADDRESS