[Your Name] [Your Address] [Your City/State/Zip]

[Insert Date]

The Honorable [Full Name] [Insert Address] Nashville, TN 37243

Dear [Senator/Representative/Governor/Congressman Last Name]:

I appreciate you taking the time to [visit with me/respond to my message] about [issue], and for listening to all the reasons that I believe the University of Memphis is one of the state’s most valuable assets.

[Re-state your position on the issue you discussed].

Your support for UofM can help move Tennessee forward. I look forward to [visiting with/corresponding with] you again in the near future.

Thank you for serving the people of Tennessee.

Sincerely,

[Your Name]