

YOUTH in ACTION

CAPITOL DAY

FEBRUARY 3, 2017

The Power of a Thank You!

The importance of "thank you".

Saying "thank you" in the professional world is just as important as shaking hands when saying hello. It also is a crucial part of advocating. It serves as a polite gesture AND acts as a reminder to the person you are writing to.

For example, if you meet with your city council member about funding for a skate park or a music theater, sending a thank you note not only shows that you are a polite individual, but it will also help remind the council member to get to work on your issues. Don't forget this important step!

E-mail, hand-written, typed?

If you meet with someone in person, you should definitely take the time to send a hand-written thank you on stationary or a card. If you speak with someone on the phone, an e-mail thank you is more appropriate. If a city council member actually finds funding or votes a certain way, a more formal typed letter or hand-written thank you note is acceptable.

Phone Conversation

Dear _____,

Thank you for taking the time to speak to me on the phone today about _____.

I hope you will do all that you can to help fight for youth issues. If you have any questions, please call me at _____.

Best,
Your Name

In-Person Meeting

Dear _____,

Thank you for taking the time to meet with me to discuss _____.

I enjoyed our conversation and look forward to working with you to achieve _____.

Please let me know if you need anything from me.

Sincerely,
Your Name

Formal Thank You

Dear _____,

Thank you for all of your hard work in _____.

The youth in our community are very grateful for all that you have done. We appreciate your leadership, diligence, and dedication to our issues. We look forward to working with you again in the future.

Sincerely Yours,
Your Name