**Sample Thank you Email**

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

 *[Date]*

*[MPP or staff person name]*

*[Office address]*

Dear *[name of MPP or staff person]*,

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 public libraries play in the lives of Ontarians across the province, including here in *[Community]*. .

As we discussed, the Federation of Ontario Public Libraries (FOPL) and Ontario Library Association (OLA) are, in addition to strongly recommending that funding for Ontario’s public libraries continues to maintained atcurrent levels, recommending a new, multi-year investment to support the continuing modernization of local public libraries to ensure that all Ontarians – no matter where they live – continue to have access to modern, digital resources and services through their local public libraries.

 *[Reiterate any relevant details from the meeting, including if they committed to help raise these points]*

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

*[I or We]* thank you for your interest, support and passion for Ontario’s libraries. *[I or We]* hope *[I or We]* can rely on your support for the priority recommendations included in the OLA and FOPL Pre-Budget submission, enclosed with this email. *[I or We]* would greatly appreciate you raising these issues with Minister of Heritage, Sport, Tourism and Culture Industries..

If you have any other questions, please do not hesitate to contact me. My phone number is *[your telephone number]* and my email is *[your email address]*.

Sincerely,

*[NAME AND ROLE]*