

## Sample Thank You Letter to Your Local Elected Official

*Format this letter on your program's letterhead. Then scan and email the pdf to the point of contact. \*You may also want to include a thank you from the children with their handprints or a creative piece of artwork\**

[Date]

Official's Name

Title

Address

Dear **[Title & Last Name]:**

Thank you for taking the time to visit with children, the parents and staff from the **[name of Head Start program]** and celebrate Head Start's birthday! We hope that reading with the children was as much fun for you as it was for them, and that your time with us helped illuminate the Head Start Advantage.

**[More details on visit, or more details that you promised]**

We are thankful for our community's continued commitment to Head Start's support for the whole child and family.

Sincerely,  
**[Your name]**