



## Oncology Nursing Society

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### **Town Hall Meeting Template Follow-up Letters**

Attending a Town Hall Meeting is an important way for oncology nurses to reach out to their elected officials and educate them about issues of priority and interest. The key to advocacy success is follow-up, follow-up, follow-up.

Once you have attended a Town Hall Meeting, the next step is sending follow-up correspondence to the elected official. Whether or not you were able to ask a question, make a comment, speak to the elected official and/or the staffer, or get a favorable response to your concerns, we have prepared several variations of a letter that you can send after attending a Town Hall Meeting.

The type of letter you send will depend on how the actual meeting unfolded. These suggested templates should be personalized to reflect the relevant details and your experience at the meeting.

If possible, contact the Member's office to ask what the best mode is to send your correspondence. If you have an existing relationship with a staffer, it is best to send your letter to that staffer's attention by his/her preferred mode of communication (typically email or fax).

If you do not have an existing relationship with a staffer, you can send a copy of the letter to the staffer who accompanied the Member to the event. It is best to secure this information at the event. If you are not able to, sometimes you can find out by calling the local office the next business day to inquire.

If you do not have an existing staff relationship and are unable to identify the staffer who attended the meeting, it is fine just to call either the local office or the Washington, DC office to ask about the preferred mode of communication for the office and secure the first and last name of the staffer to whom you should send your inquiry.

Be sure to keep a copy of your letter for your files.

For more information about how to correspond with your Members of Congress, see ONS Top Ten Tips for Writing to Members of Congress (<http://www.ons.org/lac/pdf/10TipsLetters.pdf>).

**Thank You for When Your Questions Was Answered/Your Concerns Were Addressed**

Date

The Honorable *First Name Last Name*  
*U.S. Senate/U.S. House of Representatives*  
Washington, DC *20910/20915*

Dear *Senator/Representative Last Name*:

On *INSERT MONTH, DATE* (e.g. May 28<sup>th</sup>), I attended your town hall meeting *in/at LOCATION* (e.g. Sunnyvale, or Mountain View Senior Center) on behalf of the Oncology Nursing Society. I was pleased that when I asked you about your position on *INSERT THE ISSUE* (e.g. increased funding for the Nurse Reinvestment Act) that you expressed your support and demonstrated a strong understanding of the issue. Please know that I very much appreciate your support.

My organization, the Oncology Nursing Society, is the largest professional oncology group in the United States and exists to promote excellence in oncology nursing and the provision of quality care to those individuals affected by cancer. As part of its mission, the Society honors and maintains nursing's historical and essential commitment to advocacy for the public good. We have approximately **XXXX** members in the *INSERT NAME OF YOUR LOCAL CHAPTER* and there are approximately **XXXX** ONS members in *STATE*.

Your continued leadership on the issues affecting oncology nurses and people with cancer is critical. Thank you for your ongoing support. I look forward to a continuing relationship with you and your staff. If I can be of any assistance to you or your staff, please do not hesitate to contact me at any time.

With appreciation,

*First Name Last Name, Degrees*  
*Street Address*  
*City, State Zip*  
*Phone Number/Email Address*

**Thank You for When Your Question Was Not Fully Answered/Your Concerns Were Not Fully Addressed**

Date

The Honorable *First Name Last Name*  
*U.S. Senate/U.S. House of Representatives*  
Washington, DC 20910/20915

Dear *Senator/Representative Last Name*:

On ***INSERT MONTH, DATE*** (e.g. May 28<sup>th</sup>), I attended your town hall meeting ***in/at LOCATION*** (e.g. Sunnyvale, or Mountain View Senior Center) on behalf of the Oncology Nursing Society. While I appreciated the opportunity to ***ask a question/raise an issue of interest*** to me, I was disappointed that your response did not specifically address my concern. As such, I would appreciate additional information and clarification.

I attended your meeting in my capacity as an advocate for the Oncology Nursing Society that is the largest professional oncology group in the United States and exists to promote excellence in oncology nursing and the provision of quality care to those individuals affected by cancer. As part of its mission, the Society honors and maintains nursing's historical and essential commitment to advocacy for the public good. We have approximately **XXXX** members in the ***INSERT NAME OF YOUR LOCAL CHAPTER*** and there are approximately **XXXX** ONS members in ***STATE***.

While I appreciate you sharing your opinions on the issue I raised, I believe that it would be beneficial for us to discuss further cancer related issues of concern. This year alone, it is estimated that **XXXX** people in our state will be diagnosed with cancer and an estimated **XXXX** will die from this terrible disease. Moreover, it is estimated that our state will be in short **XXXX** oncology nurses in the year **20XX**. I have no doubt that you share my concern about the ongoing ability of our nation to provide quality care to all in need, particularly individuals in **your district/our state**. As such, I am hopeful that you will provide me with additional information about your views on these issues and provide me with an opportunity to discuss these concerns with you further.

Thank you for your attention to my request. Please know if I can be of any assistance to you or your staff, I welcome your outreach to me at any time.

Sincerely,

***First Name Last Name, Degrees***  
***Street Address***  
***City, State Zip***  
***Phone Number/Email Address***

**Thank You for When You Attended a Meeting But Did Not Get to Ask a Question**

Date

The Honorable *First Name Last Name*  
*U.S. Senate/U.S. House of Representatives*  
Washington, DC 20910/20915

Dear *Senator/Representative Last Name*:

On ***INSERT MONTH, DATE*** (e.g. May 28<sup>th</sup>), I attended your town hall meeting *in/at LOCATION* (e.g. Sunnyvale, or Mountain View Senior Center) on behalf of the Oncology Nursing Society. That was the first time I had attended one of your forums and unfortunately, I was not able to ask my question. I am hopeful that you will inform me of your position on ***INSERT ISSUE OF INTEREST*** (e.g. increased funding for the Nurse Reinvestment Act).

I attended your meeting in my capacity as an advocate for the Oncology Nursing Society that is the largest professional oncology group in the United States and exists to promote excellence in oncology nursing and the provision of quality care to those individuals affected by cancer. As part of its mission, the Society honors and maintains nursing's historical and essential commitment to advocacy for the public good. We have approximately ***XXXX*** members in the ***INSERT NAME OF YOUR LOCAL CHAPTER*** and there are approximately ***XXXX*** ONS members in ***STATE***.

This year alone, it is estimated that ***XXXX*** people in our state will be diagnosed with cancer and an estimated ***XXXX*** will die from this terrible disease. Moreover, it is estimated that our state will be in short ***XXXX*** oncology nurses in the year ***20XX***. I have no doubt that you share my concern about the ongoing ability of our nation to provide quality care to all in need, particularly individuals in ***your district/our state***. As such, I would appreciate knowing about your views on ***INSERT ISSUE OF INTEREST***.

While I did not get to ask my question, I did appreciate the opportunity to attend your Town Hall Meeting. I found it very useful and informative and I plan to attend future forums. Thank you for your attention to my request. Please know if I can be of any assistance to you or your staff, I welcome your outreach to me at any time.

With appreciation,

*First Name Last Name, Degrees*  
*Street Address*  
*City, State Zip*  
*Phone Number/Email Address*