

**Template Thank You Letter to Member of Congress after Meeting with Staffer  
(Adjust if Met with Member)**

DATE

The Honorable **Senator/Representative First and Last Name**  
United States **House of Representatives/Senate**  
**Room Number House/Senate** Office Building  
Washington, DC **20515/20510**

Dear **Representative/Senator Last Name**:

I am writing to thank you/your health legislative assistant, **staffer name**, for taking time out of **your/his/her** busy schedule to meet with me on **day, date month**. It was a pleasure to have the opportunity to discuss medical simulation and the Enhancing SIMULATION Act that advances the use of medical simulation.

Medical simulation research has been conducted within the Department of Defense at the Telemedicine and Advanced Technology Research Center and within the Department of Veterans Affairs. The research has shown that simulation can significantly improve the quality of medical care delivered. The Enhancing SIMULATION Act extends the benefits of advanced medical simulation technology to the civilian health care system.

As we discussed, medical simulation is a method of clinical skills training for physicians, nurses, allied health professionals, combat medics, and emergency personnel using mannequins and virtual reality with feedback from specially trained faculty, standardized patients, peers, and video tape. Simulation-based training provides better-trained health care providers, reduces medical errors, decreases health costs and incidents of malpractice, improves clinical competencies, and improves the quality of patient care overall.

Again, I want to thank **you/name of staffer** for **your/his/her** time and consideration. Should **you or name of staffer** have any questions or need additional information, please do not hesitate to contact me at **phone or email**. I look forward to further collaboration with you on this critical issue.

Sincerely,

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