Dear [Staffer's Name]

I would like to express my appreciation for the opportunity to meet with you when I was in Washington, DC.

You will recall that we touched on [list the key issues that you discussed].

[You can include some talking points if you wish, drawing on your organization's issue briefs.]

[If you promised to follow up with any other information, include it here.]

I look forward to continuing this relationship and to future meetings with you. In the meantime, if I can be of any assistance, please do not hesitate to contact me.

Sincerely,

[Your name, title, and organization]