

## Sample Thank You/Follow Up Letter

Hope Street Group's pilot project in Policy 2.0 brought together a team of educators and other professionals to develop recommendations for improving teacher evaluation systems. Their work resulted in the report, "Policy 2.0: Using Open Innovation to Reform Teacher Evaluation Systems." Become an agent for change by promoting the team's work in your community.

Good advocacy includes thanking people for their time. This is a sample letter thanking those who met with you to talk about the report. All information may be customized, but the underlined pieces must be replaced with your specific data.

Superintendent Sarah Smith  
515 Tacoma County Office Building

Dear Superintendent Smith,  
Thank you so much for meeting with me regarding the new report on teacher evaluations and our district's current system of teacher evaluations. I was glad that we got the opportunity to discuss this important issue and share our thoughts on how to improve evaluations for the teachers and students in our district.

During our meeting, you mentioned that further information about special education teachers would be helpful ... [If the policymaker asked for any specific information, answer those questions, respond to any concerns, and share any requested materials.]

I am happy to help in any way as you consider this issue. I believe that implementing a more effective system of teacher evaluation will make a lasting difference for the students and teachers of Tacoma County, and I am committed to making that happen. Please do not hesitate to contact me at 555-0583 or jtyler@lms.edu.

Sincerely,  
Jackie Tyler  
Lakeview Middle School