SAMPLE ADVOCACY LETTER

This format may be used or adapted for letters you send to your local, state, and national legislators. This should be on your organization’s letterhead and sent in a timely manner. For congressional district information and current listing of your legislators, go to: http://www.senate.gov/ for your senators and http://www.house.gov/ for your representative, or contact your local public library or local League of Women Voters.

[YOUR LETTERHEAD]

Dear [Senator or Representative Name]:

[Your Organization/Artist name] was recently granted financial support from Mid-America Arts Alliance for our/my upcoming [performance/exhibition: insert program title]. M-AAA’s grantmaking programs are made possible through partnerships with the National Endowment for the Arts (NEA) and the [your state arts agency].

Creative and cultural programs like ours are essential to the quality of life in our community. As you know, the arts provide vital and inspiring educational experiences for our citizens and help attract visitors. In these difficult economic times, relatively small investments of public support go a long way to stimulate and sustain our economy. Through generous support from Mid-America Arts Alliance, we can provide programming that is important to our community, the region, and beyond.

I invite you to attend [program name] at [venue] on [dates, time, location]. I would be delighted to show you first-hand how integral these experiences are for our community, and share how public-sector support makes our region more vibrant, accessible and understandable.

Please call me at [your phone number] so I can make arrangements for you to attend.

Thank you for everything you’ve done to support the arts and I encourage you to do all you can to continue building support for our future.

Sincerely,

[Your name and title]