

## **Sample Thank You Letter to Legislators for FY13 NM Arts Funding**

*(The following letter is offered as a recommendation for wording. Please feel free to use your own words while including references to New Mexico Arts and to the state legislature as sources of the funding.)*

Your Letterhead

OR

Your Organization's Name

Your Address

Your City, State, Zip

Date

The Honorable (name of NM local senator or representative)

Legislator's Address

Legislator's City, State, Zip

Dear (title and name, i.e. Senator Montoya):

I am pleased to inform you that our non-profit arts organization, (name of organization), has received a grant of \$(amount of grant) from New Mexico Arts, a division of the Department of Cultural Affairs.

As one of 188 arts organizations receiving grants from New Mexico Arts in Fiscal Year 2013, we extend our gratitude for your continued support of public arts funding through state appropriations.

This grant will be used to assist us in presenting (indicate programming activities to which the funding will be applied). (Add one or two sentences here telling why the grant funding is important to your organization and your community - how it makes a difference, including the economic impact on your community, if applicable.)

**[OPTIONAL COMP TICKETS OFFER\*\*]** On behalf of (your organization's name), I would like to invite you to attend (name of an event or performance), which will be held on (day of week), (date), at (time) at (location). To RSVP and to receive more information concerning this event, please contact (name of contact person) at (include phone number, fax number, email address, and website).

Sincerely,

(Type Your Name)

(Type your title with the organization)

\*\* If you are *offering your legislators comp tickets* to your event, give them two. If you have a festival or fair with a VIP tent, you can give them passes for the tent. In other words, you'll want to treat them as you would any important funder.