

## Sample Thank-You Letter To Legislators For 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 NM Zip

Date

The Honorable (name of your state senator or state representative)  
Legislator's address  
Legislator's City NM Zip

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

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

As one of the organizations receiving matching grants from New Mexico Arts in Fiscal Year 200x, 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 provided). (Add one or two sentences 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 Complimentary Tickets Offer\*\*] On behalf of (your organization's name), I would like to invite you to attend (name of 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, 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 area, you can give them passes to that area. In other words, you'll want to treat them as you would any important funder.

## How to Locate Contact Information for Your New Mexico Legislators

To find the names and addresses of your elected New Mexico senator and representative on the Internet, go to <http://legis.state.nm.us/newsite/legislatorsearch.asp> or [www.vote-smart.org](http://www.vote-smart.org). If you do not have access to the Internet, you can contact your County Clerk's office.

There are two ways to access the contact information for your state senator and your state representative on the Vote Smart website.

1. For this option, you do not need to know your district numbers.
  - a) Enter your nine-digit Zip Code in the box at the top left of the website's home page. If you don't know the last four numbers, enter four zeroes.
  - b) When your legislator's name pops up, click on the name to get the contact information.
2. If you know your district numbers,
  - a) Click on "Current Elected Officials" (in red, at the top of the page)
  - b) Click on "State Officials"
  - c) Under "State Legislature" at the top right of this page, click on either "Senate" or "House of Representatives"
  - d) Click on the name of your senator or representative

### Reminders

1. When you address an envelope to a legislator, remember to use his or her title (Rep. John Smith or Sen. Diane Garcia, etc.).
2. Elected officials will change after the November elections. It is a good idea to send newly elected officials the same thank-you letter and to send a copy of that letter to New Mexico Arts.