

## SAMPLE LETTER TO THE EDITOR

Date

Editor

Paper

Street

City State Zip

Dear Editor:

We at St. Philip's Episcopal Church in Harlem at 204 W. 134th Street are excited to be participating in The New York Landmarks Conservancy's *Sacred Sites Open House* weekend on **DATE** and **TIME**. We are doubly excited because this year also happens to be the 100<sup>th</sup> anniversary of the construction of our landmark Harlem church.

This will be a chance for us to celebrate our congregation's history as the oldest African-American Episcopalian parish in New York City, founded in 1809. Our current building, completed in 1911, is the congregation's fourth home. The church was designed by Vertner W. Tandy and George W. Foster, Jr. These men were among the first African-Americans to practice architecture in the United States. In addition to *Open House* tours and a jazz concert, the church will host a symposium on the innovative architecture and architects of St. Philip's.

The *Open House* is part of a year-long celebration of the 25th anniversary of the New York Landmarks Conservancy's *Sacred Sites* program and the over 660 religious institutions throughout the state that have received more than \$6.7 million in matching grants from *Sacred Sites* since 1986. It is the country's oldest and largest statewide grant program to help landmark religious properties. Some 200 New York City congregations have received \$2.9 million of that grant total. The *Sacred Sites* program supported St. Philips with a 1996 matching grant for a conditions survey.

We hope to see many of our friends and neighbors at church during this weekend event.

Sincerely,

St. Philip's Protestant Episcopal Church