SAMPLE LETTER TO LEGISLATOR

Date

The Honorable (First and Last Name)

Street Address

City, NC, ZIP

Dear Representative or Senator (Last Name),

The (Grassroots partner name) is pleased to have served as the funding partner for the North Carolina Arts Council’s Grassroots Arts Program this year. We are writing to convey our sincerest thanks for your continued support of this allocation of funds which greatly supports arts programming in (County Name).

This year, with Grassroots support, our organization funded (##) arts organizations and (##) school and community groups, serving more than (insert total number) participants in (county name).

These funds impacted citizens across our county, for example, (Insert an example of a program you were particularly proud of funding, examples could be a concert series, teaching artist being brought into your school system, etc). These Grassroots funded projects enriched our community’s lives, sparked creativity and imagination, and contributed dollars directly to our local economy.

For every state dollar invested in the North Carolina Arts Council’s Grassroots Arts Program, more than $20 is leveraged in matching funds from private businesses, local government, and individual donors.

On behalf of the board of directors and our staff, thank you again for helping to enrich the lives of our students and citizens. We hope you will join us at an upcoming event!

Please don’t hesitate to reach out to me directly at (phone number) or at (email address)

Sincerely,

(Executive Director/Board President Name)