Sample Thank You Letter to Legislators\*

Use your own letterhead or simply list the following information about your organization in the top center portion of the page:

**Organization Name**

**Organization Address**

**Organization City, State Zip**

Date

The Honorable \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (List name of Senator or Representative)

Legislator’s Address

Legislator’s City, State Zip

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

I am pleased to inform you that our non-profit arts organization has received a grant for $\_\_\_\_\_\_\_ (list amount of grant) from the Wyoming Arts Council, a division of the Department of State Parks and Cultural Resources.

As one of over 200 art organizations who receive grants from the Arts Council each year, we extend our gratitude for your continued support of arts funding through state appropriations.

**This grant will be used to assist us in the following ways:**

(List operating support or programming activities that the funding will be used for)

**This grant is important to our organization and community because**

(List how funding will make a difference, including the economic impact on your community, etc.).

Optional wording to offer complementary tickets to attend an event:

On behalf of (organization name), I would like to invite you to attend \_\_\_\_\_\_\_\_\_\_\_\_\_ (list name of event or performance), which will be held on (day of week), (date), at (time) at (location). To RSVP and receive more information about this event, please contact (name of contact person) at (include phone number, email address, web site, etc.).

Thank you again for everything that you do as a legislator to make Wyoming such a special place to live and work in!

Sincerely,

(Type in your Name)

(Type in your Title with the Organization)

***\*This letter is offered as a recommendation only. Feel free to use your own words, while including references to Arts in Wyoming, and to the state legislature as sources of the funding.***