

The Honorable (your Senator)
P.O. Box
Jackson, MS 39215

Dear Senator:

First Paragraph

Introduction - Who are you? What makes you unique? Who are you thanking?

On behalf of (*your organization, staff or board*), I am writing to thank you for your support of the arts in our community. (*Description of your work or your organization*). As we continue to rebuild our audiences and emerge from the struggles of the last few years, we are thankful the Mississippi Arts Commission has provided New Stage through operating and building grants.

Second Paragraph

How have you been supported? Describe impact of grant, use numbers if possible.

In the past _____ years, monies received from the Mississippi Arts Commission sponsored (*description of what your organization has accomplished in the last few years with MAC grant*). A Building for the Arts MAC Grant awarded in March 2018, and matched by (*your organization*) with \$ _____ in private donations, allowed (*what upgrades occurred*).

Third Paragraph

Current or upcoming programming. Is there something your target could be invited to attend? Could also include a comment from a constituent served or some other evaluative quote.

We are excited to be operating (*what you are doing now*). We recently (*recent achievement*). Upcoming will be (*set a hook for invitation*). We would not be able to provide this programming without the support of funding through the Mississippi Arts Commission.

Fourth Paragraph

Pitch/Ask. What is the change or thing you want the target to do?

I want to urge you and your Mississippi Senate colleagues to continue to support the Mississippi Arts Commission and approve their FY24 budget request.

Conclusion

Invitation and final statement about the importance of what you do.

The arts contribute directly to the economic, educational and social well-being of our state. We invite you to stop by for a visit (*or invite target to a specific program or event/explain how you will follow up*). Thank you again for your continued support to the arts in Mississippi. The arts are not something extra...the arts are essential!

Sincerely,