



Legislative Letter Sample

Below is an example of an appropriate letter to your **state and federal legislators** announcing your Georgia Humanities grant award. You may also send letters to any other elected officials that you choose.

This letter should:

- 1) Thank the legislator for the appropriation to Georgia Humanities that made your grant possible;
- 2) familiarize the legislator with Georgia Humanities and your organization;
- 3) and invite the legislator to your program.

Please ensure each letter is printed on your organization's letterhead, or at minimum includes your organization's name and mailing address.

Project Directors - Please send Georgia Humanities **one copy** of your organization's completed letter announcing your grant award to your legislators, and **a list** of each of the legislators the letter was mailed to. It is not necessary to provide Georgia Humanities a copy of every letter sent.

Date

Senator John Q. Politician
District 00 State Senate
Legislative Office Building
Atlanta, GA 30334

Dear **(insert legislator)**,

On behalf of **(insert your organization name)**, we thank you for the support and advocacy provided by you and your fellow legislators. Because of your continued support, Georgia Humanities, the premier humanities organization in the state, is able to award grants to organizations like ours.

We received a **(insert amount here)** grant to present **(insert name of project)**. **(Share more information about your organization and the project here, e.g., your mission, who is involved in the project, who will attend and/or benefit.)** We hope you will be able to attend. The program will be held on **(insert date and time)** at **(insert location)**.

Once again, thank you for helping to make great humanities programming available to the people of Georgia. To learn more about Georgia Humanities and its initiatives, please visit www.georgiahumanities.org.

If I can ever be of assistance, please do not hesitate to contact me at **(insert contact information)**.

Sincerely,

Grant Project Director