

When writing . . .

DO:

- ◆ Use the correct address and salutation, e.g., Dear Senator (name), or Dear Representative (name), or Dear Governor (name).
- ◆ Type or write your letter clearly. If your letter is not easy to read, it could be discarded. Be sure to include your return address on the letter.
- ◆ Be specific. If possible, give an example of how the issue affects your district.
- ◆ Use your own words and stationary. Legislators feel that personal letters, rather than form letters, or emails, show greater personal commitment on the part of the writer, and therefore carry greater weight.
- ◆ Be brief. Choose a few bullet points that are direct and succinct. However, include enough information to explain why you are writing and why you appreciate their support for the arts.
- ◆ This can also be tailored as a thank you to the ECRAC board members.

Sample Thank You Letter

Date:	March 1, 2023
Correct Address:	The Honorable (Full Name) Minnesota State Senate (or Minnesota House of Representatives) 000 State Capitol Building 75 Rev. Dr. Martin Luther King Jr. Blvd. St. Paul, Minnesota 55155
Salutation:	Dear Senator (or Representative) Last Name:
Issue:	The North Star Art Center is the proud recipient of a grant through the East Central Regional Arts Council's Arts and Cultural Heritage Fund grant program. We would like to personally thank you for your support of the arts and help in getting the arts written into the State of Minnesota's Constitution. Because of the \$7,500 grant award from the ECRAC Arts and Cultural Heritage Fund grant program our organization was able to hold an exhibition of local potters and ceramicists at our new exhibition space. This exhibition focused on traditional ceramic techniques and primitive firing methods. It showcased 12 established and emerging artists from the region whose work varied in scale, form and function but was linked in theme. Approximately 525 people from 20 surrounding communities came to the opening reception and artist lecture last month and we expect the same turnout for the closing reception and poetry reading next week. We also have educational programs ongoing throughout the exhibition that target youth in the region and so far over 800 students from 14 different schools have been able to experience the work and learn about the artistic processes involved.
Restate issue/Anticipation of continued support:	
Identity:	This activity would have been difficult, if not impossible, without support from the ECRAC Arts and Cultural Heritage Fund grant program. Thousands of volunteer hours went into this regionally supported exhibition. The opportunity for local people to be part of an exceptional arts experience that links visual artwork with poetry and history is just the beginning of the long term positive effect our organization will have by highlighting the high quality arts in the region. The North Star Art Center's mission is to be a vibrant force in our community by showcasing local artists and by providing opportunities for active participation in the arts for our community members. We have added you to our mailing list and will keep you up to date on our activities. We thank you again for doing your part to build strong rural Minnesota communities and families and hope that you will continue your support of the arts in the future. Thank you. Sincerely, Your signature here Your name and address

Source: *Minnesota Citizens for the Arts; Advocacy Handbook*