

## Sample Letter for Writing Legislators

Date:

Your Name:

Your Address:

The Honorable Jane Doe

Minnesota State Senate  
200 State Capitol Building  
75 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155

Dear Senator Doe:

The Jolly Corks Community Theatre would like to personally thank you for your support in funding the arts through the Five Wings Arts Council – one of Minnesota’s 11 Regional Arts Councils. Because of a recent grant of \$3,000, our organization was able to produce a theatrical, musical production of *Pirates of Penzance*. This was a family play which involved over 125 local adults and children working together in the areas of acting, technical and support. Approximately 1,200 people from 10 surrounding communities came to see the play, which was a huge success for our town. I have included some press clippings and a program of the event.

This activity would have been difficult, if not impossible, to do without this grant support. Thousands of volunteer hours went into this regionally supported production. The opportunity for local people to be part of a quality theater experience is just the beginning of the long term positive effect of a production such as this one. It is a great community event that brings youth and adults together in such a cooperative and positive manner.

The Jolly Corks Community Theatre is an all-volunteer community based organization whose mission is to bring artistic experiences directly to the residents of our area. 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,

John Doe  
Jolly Corks Community Theater  
123 Nonprofit Ave.  
Smalltown, MN 54321