

Model for Letters or E-mails to Legislators

It is important to inform your legislators of your grant award and related programming. Also, please consider inviting your legislators and their staff to your program events. To help you, we are providing the following sample for e-mails and letters. You will need to personalize the information with specific details of your project. Contact information for senators or delegates from your district may be found at www.legis.state.wv.us or by calling 304.347.4836.

Sample for e-mails and letters

[date]

The Honorable [member's name]
West Virginia Senate or West Virginia House of Delegates
Room _____, Building 1
State Capitol Complex
Charleston, WV 25305

Dear Senator or Dear Delegate:

I'm pleased to inform you that [organization name and location] has been awarded a grant of [\$] from the West Virginia Humanities Council in support of [project title]. This grant provides [organization name] with the ability to reach new audiences and help our community through [project description].

[organization name] thanks you for your support of the West Virginia Humanities Council and for all the good things you do for West Virginia. We also invite you and your staff to attend our program on [day,date,time] at [location name and address], and we would be happy to give you the opportunity to speak at our event.

Please let us know if your schedule will allow you to join us. We look forward to hearing from you.

Sincerely,

[name]
[name of organization]