

SAMPLE THANK YOU LETTER TO NEW YORK STATE

Please adapt this letter or write your own letter to thank the New York State Senate and Assembly Members for their support of the Arts as soon as possible. Please send a copy to ArtsWestchester for our records.

SAMPLE LETTER

<Date>

<NAME / ADDRESS>

Dear <NAME>:

On behalf of <ORGANIZATION>, I would like to thank you and the State of New York for your continued support of the arts. Our organization received a <\$GRANT> grant from ArtsWestchester through the Arts Alive Grants program which is made possible with funds from the Decentralization Program of the New York State Council on the Arts. These funds enable us to serve the <WESTCHESTER/ROCKLAND> community through programs such as ... <PROJECT DESCRIPTION>.

We urge you to continue your support of the cultural arts in New York State. The cultural amenities are a foundation for community enrichment, economic development and outreach to underserved populations.

We hope you will join us at <UPCOMING COMMUNITY EVENT> to be recognized for your support and to see your contribution in action.

With best wishes and many thanks,

Sincerely,

Executive Director or Board Chair

cc: ArtsW Executive Director

NEW YORK SENATE

Please send a letter of thanks to Senators that represent districts you operate in or serve through your programs. To obtain the name and address of your Senator, please visit: <http://www.senate.state.ny.us/>

All Senators should be addressed as follows:

The Honorable <Name>

<Address>

<City, State Zip>

Dear Mr. or Ms. <Last Name>:

NEW YORK ASSEMBLY

Please send a letter of thanks to Assembly members that represent districts you operate in or serve through your programs. To obtain the name and address of your Assembly member(s), please visit: <http://www.assembly.state.ny.us/>

All Assembly members should be addressed as follows:

The Honorable <Name>

<Address>

<City, State Zip>

Dear Mr. or Ms. <Last Name>: