

Your Name
Address
City, ME Zip Code

[Insert Date]

[Insert Legislator's Name]
[Insert Legislator's Address]

Dear [Representative] or [Senator] [Insert Last Name]:

As an (artist) (nonprofit organization) in your district, it is my pleasure to let you know that (I) (we) have been awarded an (grant program) grant from the Maine Arts Commission in the amount of (\$). This award will make a significant difference in (my) (our) ability to (your project description).

If you are not already familiar with the Maine Arts Commission, I encourage you to visit their website, www.mainearts.com, or contact the executive director of the agency, Julie A. Richard at 207-287-2710 or Julie.Richard@maine.gov. The Maine Arts Commission is a dynamic state agency supporting Maine arts and culture through their grants and services. (I am) (we are) pleased to be able to inform you that your district has benefitted greatly through our involvement with the Maine Arts Commission.

Sincerely,

[Insert Your Name]