

SAMPLE THANK YOU LETTER

To obtain the contact information for your State Senator and Representative, visit the [Who Represents Me](#) page of the State Legislature Web site to make sure you thank the appropriate legislators for your grant funding. Please note that organizations often encompass more than one district.

While SEMAC does not require thank you letters to members of Congress, if you wish it is certainly appropriate to do so. Visit [GPO Member Guide](#) for contact information on our current congressional delegation.

Here is a sample letter from a fictitious arts-producing organization. Feel free to craft your own letter, or to modify it for an individual artist or a non-arts organization. If referencing the credit line, use the specific wording and logo from your own contract.

[links current 11/2/2023]

Date

Dear Senator or Representative:

As a grant recipient of the Southeastern Minnesota Arts Council (SEMAC), one of the eleven regional arts councils in Minnesota, I am writing to express my personal thanks for your support in providing public funds for the arts. It would be a pleasure if you could attend our capstone event on ____ or one of our other performances as your calendar allows.

With this grant money, our organization is able to produce/provide _____. By means of this arts project, our organization will employ ____ artists, serve ____ children and ____ adults, with an expected attendance of ____.

Our organization exists to _____. We are located in _____ County and serve the public through a variety of arts functions such as _____.

We again thank you for your support and ask that you continue to be an arts supporter in the future.

We encourage you to be a guest at any of our organization's activities and look forward to the continued prosperity of the arts in our State.

Sincerely,

This activity is made possible by the voters of Minnesota through a grant from the Southeastern Minnesota Arts Council thanks to a legislative appropriation from the arts & cultural heritage fund.

