**Writing to Your Elected Official**

Writing to your elected official allows you to build and sustain a relationship, while speaking to issues you view as valuable.

Be brief and formal.

Limit your letter to one page and one issue only.

Tell your elected official how your organization will positively benefit from an action or how it is negatively impacted by an action or issue.

Identify yourself as a constituent, a member of an organization, or a profession.

Include a bill number or reference an issue on a reference line that stands out. If emailing, include this on the subject line.

Thank your official for their time and the work they do on your behalf.

**Writing to Your Elected Official: Sample Letter #1**

November 10, 2020

John Doe

1215 Main Street

Anywhere, New Mexico 88888

[jdoe@gmail.com](mailto:jdoe@gmail.com)

505-505-5555

Regarding: COVID Relief for Museums and Cultural Organizations

The Honorable (Name)

(Room Number) Hart Senate Building

Washington, D.C. 20510

Dear Senator (Name):

I am an advocate for New Mexico’s museums which are some of the most respected and highly valued cultural institutions in our nation. Museums across the country are struggling with the devastating impacts of the COVID-19 pandemic. Survey data recently released by the American Alliance of Museums shows that one in three museums may shutter permanently without immediate support. This could mean the loss of 12,000 museums and hundreds of thousands of jobs. Like other non-profits in the arts and culture sector, museums are trying to meet the needs of their communities through online learning opportunities, offering intellectual and emotional support to their communities. Museums and other cultural organizations have a significant role to play in the life of our communities during and post-pandemic.

I urge you to support and promote the continuance of emergency funding programs through a second round of PPP forgivable loans for museums and other cultural organizations.

 I urge you to provide additional funding for IMLS, NEA, and NEH — $135 million for each in the Revised Heroes Act.

My local museum, while suffering, is trying to make the best of the situation by ensuring that it protects, cares for, and interprets the rich cultural largess it holds in public trust for the State of New Mexico. Thank you for all of the work you do on behalf of our great arts and culture institutions.

Sincerely,

John Doe

**Writing to Your Elected Official: Sample Letter #2 -- Email**

From: Jane Doe [janedoe@gmail.com](mailto:janedoe@gmail.com)

Sent: Saturday, February 13, 2021 9:10 AM

To: Senator (Name)

Subject: New Mexico Deserves to Compete – Support HB 267

Dear Senator (Name),

As a state leader, you are aware of the economic injury from COVID-19 and its devastating impact on the New Mexico tourism industry and the economy as a whole. According to tourism economics, the impact of the pandemic resulted in an average monthly loss in visitor spending of $366 million. The cumulative loss in visitor spending is estimated at $3.5 billion, resulting in an estimated loss of $163 million in state and local taxes.

Restarting the tourism economic engine, within which the arts and culture are so potently embedded, will require an increased investment in marketing and in programs that allow hospitality and tourism businesses to recover and rebuild. HB 267 includes a $45 million special appropriation for the New Mexico Tourism Department which will allow the agency to stimulate tourism business development, support the hard-hit events sector, and develop hospitality job retention and creation programs.

Thank you for your continued support of New Mexico’s tourism industry and for the arts and culture sector that is so important to our tourism economy.

Sincerely,

Jane Doe, constituent