

**- SAMPLE LEGISLATIVE LETTER -**

**ON LETTERHEAD OF SPONSORING ORGANIZATION**

[DATE]

The Honorable (representative name)  
Address  
City, State ZIP

Dear Representative (name):

I am pleased to inform you that (name of organization) has recently received a Community Project grant of (amount of grant) from the Florida Humanities Council. These funds will be used to support (project title), a project designed to (description of your project, the constituency group to be served, timeframe for completion, etc...).

This project would not be possible without the support of the Florida Humanities Council, the non-profit statewide partner of the National Endowment for the Humanities that each year awards federal funds to community organizations to create a variety of cultural resources and hundreds of free public programs across the state. These programs and resources help preserve Florida's heritage, promote civic engagement, and foster connections among humanities scholars, cultural organizations, and community groups across the state. Florida Humanities grants also leverage thousands of dollars annually in local matching funds from non-profit agencies.

We invite you to see for yourself the kind of programs we provide with the support of the Florida Humanities Council. Please contact us at (your contact info) for more information about this wonderful project.

Thank you again for your continued support of our organization and the work of the Florida Humanities Council statewide.

Sincerely,

Project Director

Enclosures: (Anything you want to send about your project or organization such as a flier or brochure)