**- SAMPLE LEGISLATIVE LETTER -**

**ON LETTERHEAD OF LOCAL PARTNER**

[Date]

The Honorable (representative first and last name)

Address

City, State, ZIP

Dear Representative (last name):

I am pleased to inform you that (name of organization) was recently selected to host a Florida Talks Speaker Series in partnership with Florida Humanities. This project will bring (number of programs in your series) high-quality humanities programs to (name of your community) in the coming months. These programs will explore our state’s rich heritage, promote civic engagement, and bring the latest academic research to our community.

This project would not be possible without the support of Florida Humanities. In partnership with the National Endowment for the Humanities, Florida Humanities is able to leverage federal dollars to bring truly impactful programs across our state. We invite you to see for yourself the kind of programming we provide with the support of Florida Humanities.

[Include this paragraph if you are hosting remote programs] Due to the ongoing public health challenges of COVID-19, (name of organization) will host these programs with a remote platform. This will ensure maximum participation while following the guidelines of the Florida Department of Health and the Center for Disease Control.

Thank you for your continued support of our organization and the work of Florida Humanities. Please contact me at (your contact info) for more information about this wonderful project.

Sincerely,

(Your name and title)

Enclosures: (include a flyer or rack card for your Florida Talks series)