

[date]

[recipient]

[address]

[address]

Dear [Senator XXX or Representative XXX],

This letter is to inform you that our organization, _____, has received a generous grant of \$_____ from the Mississippi Humanities Council, our state's independent affiliate of the National Endowment for the Humanities, to support our efforts to [briefly describe your program here].

[Briefly describe why this program or project is important to your organization and the people you serve. If you are writing before your event, invite your senator or representative and/or members of his/her staff to attend. If you are writing after an event, include the number of people who attended/participated, feedback you received, plans for future programs, and any other details you'd like to share.]

We are grateful for your support of institutions like the Mississippi Humanities Council through support for the National Endowment for the Humanities. These grants and humanities experts make it possible to bring live cultural and educational programs to Mississippi residents in every town in the state. Thank you!

Sincerely,

[your name, title, name of your organization, contact information]