

Your Letterhead Here

(Date)

The Honorable John Doe
State Senator *(or Representative)*
105 Statehouse
Springfield, IL 00000

Dear Senator *(or Representative)* Doe,

(Your museum name) will be participating in the **12th Annual Illinois Museum Day** in Springfield on **Wednesday, February 24, 2010**. In the morning we will be attending an advocacy workshop at the Illinois State Museum to discuss current legislative issues in the State of Illinois that impact museums. In the afternoon, we would like to come by your office for a brief meeting. I will contact your staff to determine your availability on that day.

In the evening, the Illinois Association of Museums and Museums In the Park are hosting a legislative reception at the Executive Mansion from 5:30-7:30 PM. You will be receiving an invitation to the reception, and I hope you will plan to attend.

Illinois museums are important to tourism, economic development, education, and the quality of life in Illinois. (ADD YOUR OWN STATEMENT HERE ABOUT THE IMPACT OF YOUR MUSEUM) I look forward to talking to you on February 24.

Sincerely,

*(Your Name,
Your museum)*