[DATE]

[FULL NAME OF RECIPIENT]

[RECIPIENT’S TITLE]

Dear [NAME],

The work of local government is essential in supporting healthy, sustainable, and vibrant communities and I would like to start by thanking you for your commitment to public service. I am writing on behalf of [ORGANIZATION NAME] to highlight another valuable public institution - arts, culture, and heritage organizations.

May 13-19, 2024 is BC Museums Week, an opportunity to celebrate the impact of museums, galleries, heritage sites, and other cultural organizations that make our communities rich. During this week, I invite you to join us at [ORGANIZATION NAME], or any of the cultural institutions in our community, to help celebrate how arts, culture, and heritage organizations change lives.

Canadians overwhelmingly believe that cultural organizations matter - saying they trust museums more than their governments, more than the media, and even more than schools. Numerous studies show that Canadians believe in the power of cultural organizations to educate (92% of Canadians say that museums help them learn about the world), to be trusted sources of information in an uncertain world (80% of Canadians say that they view museums as trusted sources of information), and to address social issues (94% of Canadians agree that museums have a role to play in addressing reconciliation, racial injustice, and gender inequality).

I would like to share a local example of the impact of our organization. [SHARE EXAMPLE OF YOUR WORK AND COMMUNITY IMPACT].

I would love the opportunity to show you the impact that [ORGANIZATION NAME] has in our community. If you would like to arrange a meeting or a personal tour, please do not hesitate to reach out to me using the contact information below.

By working together, we can make [COMMUNITY NAME] an even healthier, more sustainable, and more vibrant place for everyone.

Sincerely,

[YOUR NAME]

[TITLE, ORGANIZATION NAME]

[CONTACT INFORMATION]