**[Letterhead or email header]**

**[Date]**

The honorable **[Name]**

Legislative Office Building  
[300 Capitol Avenue  
Hartford, CT 06106](https://www.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=300+Capitol+Avenue,+Hartford,+CT&aq=&sll=41.763444,-72.685453&sspn=0.001639,0.003109&ie=UTF8&hq=&hnear=300+Capitol+Ave,+Hartford,+Connecticut+06106&ll=41.763326,-72.68545&spn=0.006754,0.012435&z=1)

[Room Number]

Dear **[Senator/Representative] [Last Name],**

My name is **[Name]** and I am writing to you to ask for your support of bill number **[Bill Number and Title]** that will greatly affect the Arts and Culture community.

Supporting **[Bill Number and Title]** will result in the following:

* [Reasons based on Bill in question – check the CAA website / communication for specifics]

This is vitally important for myself as a**(n) [leader of an arts organization … artist … arts advocate …]** because **[personal story / appeal].**

I urge you to act on this issue in order to make a substantial impact on the Arts and Culture sector in the state. The sector is a critical part of the state’s economy and provides enriching programs in our communities.

If you like more information or insight into the impact of this bill on the Arts and Culture community, I would be happy to connect with you, explain my point of view, and provide other resources for you to fully understand the importance of this issue.

**Sincerely,**

**[Your Signature]**

**[Your Address]**