[Date]

[Name

Address

City, State Zip]

Dear Senator or Representative [Name]:

I am writing to inform you that **[org name]** in **[location]** received financial support from Humanities Tennessee for **[name of project]***.* Resources are scarce for projects that bring Tennesseans together to learn, reflect and share experiences and perspectives. Yet such opportunities are a vital means by which we carry out our mission, and cultivate a vibrant, informed citizenry overall.

**[Describe your project here. Include information, figures, and/or anecdotes that illustrate the significance of the project to your audience (district constituents) and the impact of the project on your organization]**

We are grateful for this project support, which is made possible through congressional appropriations to Humanities Tennessee, via the National Endowment for the Humanities. As the coordinator for this project at **[org name**], I wanted to share with you the impact of this project on your constituency, and the value of Humanities Tennessee’s support.

Sincerely,

[Name, Title]