Dear [Senator/Representative] [Last Name]:

Congratulations on your recent election to the 2019 General Assembly! As you know, these are difficult times for Connecticut’s economy and state budget, and I commend you for your willingness to serve the public.

As you focus on the legislative work ahead, please contact me should you have questions about our mission. Most importantly, we are committed to enriching lives in our local community by [preserving our history and cultural heritage ... providing knowledge resources and a safe, inviting place to learn ... generating important economic activity in Connecticut ... etc.]

As Connecticut competes with other areas to attract and retain people and businesses, these local programs give us a distinct advantage. [I would welcome the opportunity to give you a tour of our facilities so that you can see our work firsthand. I will contact your office to see if we can arrange a convenient time.]

Best wishes and I look forward to working with you in coming months.

Sincerely,

[Name]
[Title]
[Organization]
[Contact Information]