

**[Letterhead or email header]**

**[Date]**

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.

**[Briefly describe your organization's mission & services]**

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]**