

# Template

## Local Invitation Letter to Congressional Member

(Date)

(Congressional Member's Name)

(Address)

(City, State)

Dear (Member of Congress):

The Smithsonian is coming to our town! I am writing to invite you to attend the opening of (exhibition title) on (date) at (site) in (community). We have planned a broad array of programs to accompany the exhibition, including: (bullet several key events).

We are able to host the exhibition through the support of the (humanities council) and Museum on Main Street, a collaboration between the Smithsonian Institution and state humanities councils nationwide. This program provides smaller Smithsonian exhibitions to rural communities such as ours and enhances them with public humanities programs. Please know how much it means for institutions like ours to receive exhibitions and educational opportunities of such high quality, and how rare it is as well.

We would be honored to see you at the exhibition's opening where you can see firsthand the excitement engendered here in (town) by having the Smithsonian come to town.

Sincerely,

(Local coordinator signature)

(Local coordinator name)

(phone & email address)