[Your orchestra’s letterhead]

[Date]

BY EMAIL

[Insert MP name]

[Address block – you can find contact information for your MP here: [Current Members of Parliament - Members of Parliament - House of Commons of Canada](https://www.ourcommons.ca/Members/en/search) ]

Dear Mr./Ms. [Your MP’s name],

Congratulations on your [election / re-election] as MP for [RIDING NAME].

[Riding Name] is a wonderful place to live, and many factors contribute to our pride in this community, including our rich arts and cultural life. As you likely know, the federal government plays an important role in helping to support artists, arts organizations, festivals, exhibitions, and community arts activities, and the work we are able to do in this community.

[Orchestra name] is a proud recipient of federal support. In recent years, we’ve benefited from the following strategic investments: [List the year, the program name, the Department or Agency name, and funding amount]. [Outline what this funding has made possible for your organization: jobs created, # of performances, # of attendees, new initiatives launched and capacity added, etcetera.]

While we generate most of our annual revenues from ticket sales (x%) and fundraising (y%), investment from government is often the first money in, helping us plan and deliver diverse programming programs for our community with confidence, keep ticket prices accessible, make commitments to venues, artists and workers, and engage volunteers.

[Orchestra name] is grateful for this support – and we want you to know how much this support means to our community.

We’d be delighted to welcome you to an upcoming performance, and someone from our team will be in touch with your office to discuss scheduling options. [You might want to refer to the House of Commons Sitting Calendar before proposing concert/program dates: [Sitting Calendar - House of Commons of Canada](https://www.ourcommons.ca/en/sitting-calendar).]

Sincerely,

[Your Name]

[Your title]

[Your contact information]

CC Orchestras Canada/Orchestres Canada