Name of elected official Place and date

Title (city councillor, mayor, etc.)

Address

Dear Ms./Mr. [candidate’s last name],

**Subject: Request for a Meeting to Discuss [your organization’s name]’s Proposals and Priorities**

The staff of [name of your organization] want to congratulate you for deciding to run in the 2021 municipal election campaign. We would like to meet with you to present the work of our organization, [...], and talk with you about some issues that concern us.

Insert a short paragraph here to present:

a) your organization’s mission

b) some facts/data that show your roots in the community (how long have you been in existence? who are your partners? how many people do you reach annually? etc.)

Since the beginning of the municipal election campaign, many leaders of cultural institutions have been encouraging candidates to put arts and culture at the heart of their municipality's recovery efforts. We want to take this opportunity to emphasize the importance of the municipal contribution to developing and promoting professional arts activities. Too often, we have the impression that municipalities feel less concerned about the fate of professional artists who live and create on their territory, even though they have an essential role to play in facilitating access for creators to creation, production and performance spaces. We would love to talk with you about the role you could play once elected.

While we await a positive response from you, we would like to share with you our current priorities:

* We believe it is crucial that the municipal administration understands the barriers that creators face when it comes to accessing creative, production and presentation spaces.
* Some of the criteria used to assess the tax rate are not adapted to the financial reality of cultural organizations. We would like to discuss the possibility of a reduced rate, which would enable the retention and expansion of cultural activities.
* We must reflect on the long-term impacts of the pandemic on our milieu—whose strength lies in contact, exchange, and proximity—so that we can think now about possible solutions commensurate with our creativity.

Thank you for your attention.

Sincerely,

Signature

First and last names

Your title / position

Name of organization

Organization’s contact info