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**

We at [name of your organization] wish to congratulate you for your election/re-election as [position]. We would like to meet with you to present the work of our organization, [...], and talk with you about issues that are currently concerning 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.)

We want to take this opportunity to emphasize the importance of the municipal contribution to developing and promoting professional arts activities. These are our priorities:

* We believe it is crucial that the municipal administration understands the barriers that creators face when it comes to accessing creation, 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