Sample Letter to Congress

**SAMPLE LETTER TO LEGISLATORS ANNOUNCING MAP PARTICIPATION**

**(This**[**letter**](http://www.congressweb.com/AAM/18)**and a**[**letter**](http://www.congressweb.com/AAM/32)**about the impact of MAP can also be sent electronically using the Alliance’s advocacy tools at:**[**www.congressweb.com/aam**](http://www.congressweb.com/aam)**.)**

The Honorable ***Full Name***  
United States ***House of Representatives/Senate***Washington, DC ***20515/20510***

Dear Senator/Representative ***Last Name***:

On behalf of our trustees, museum staff, and the residents of ***Small town/Urban city/County*** that we are proud to serve, we wanted to let you know of our recent acceptance into the Museum Assessment Program (MAP), a program made possible through funding from the federal Institute of Museum and Library Services (IMLS) and its Office of Museum Services (OMS) and administered by the American Alliance of Museums (AAM).

The Museum Assessment Program helps small and mid-sized museums improve their operations and programming through a process of self-study and peer-review. Museums accepted into the MAP program are working to ensure the highest standards in collections care, governance, institutional planning, and community engagement. Since 1981, IMLS and AAM together have helped over 4,600 museums.

By participating in MAP, we will be able to **(insert information about improvements you believe will be made possible by participating in MAP or, if you’ve participated in MAP before, insert information about improvements that were made possible because of MAP).**

The American Alliance of Museums has identified a few ways that you might choose to recognize our museum’s participation in this important federal program:

* Sending a letter of congratulations to our museum.  We would be delighted to share such a letter with our staff, visitors, members, and board of directors.
* Submitting a statement in the Congressional Record, acknowledging our museum’s commitment to high quality exhibitions, highlighting our museum’s community leadership, or recognizing our museum’s unique programs and services.
* Offering a certificate of distinction or a proclamation

It would be our sincerest pleasure to welcome you and/or your staff to visit our museum, or to provide any additional information to you or your staff. Please contact me at ***director@museum.org*** or ***phone******number*** for more information.

Sincerely,

***Museum Director***