



## Sample Thank-You for Decision-Makers

[Your school/district letterhead]

[School/District Address]

[School/District Phone]

[School/District Fax]

[School/District Website]

[Date]

Dear [Name of Elected Official],

On behalf of the students, teachers, parents, and administrators of [School/District], we wish to thank you for taking the time to visit our school during Arts Education Month and to experience the value of learning in the arts first-hand. Our entire school community was thrilled to have you join us! We hope that you enjoyed your time with us and that your experience moved and empowered you as much as it empowers our students every time they engage in an arts lesson.

**[Insert highlights from the elected official's visit. Try to keep it brief, but personal and touching.]**

If we want to ensure that our students are educated to be creative and inspired thinkers, an education in the arts is essential. Our children need your support! We hope that our school can be a resource for you. Please feel free to contact us any time.

Thank you again for sharing your valuable time with us.

Sincerely,

President, [PTA]

Principal, [School/District]

*Enclosures: [If available, enclose copies of news clippings from the event, a signed statement of beliefs, photos, and anything else that will add a personal touch to your message. List what you have enclosed with your letter here.]*

[Your  
School/District  
Logo]

