Sample Cover Letter to Officials in Request of a Proclamation

*A document to honor, celebrate or create awareness of an event or issue.*

[Your Name]  
[Your Title]  
[Your Organization's Name]  
[Your Mailing Address]  
[Date]  
  
Honorable [Official's Name],  
[Official's Title]  
[Official's Mailing Address]  
  
Dear [Official's Name],

I am writing on behalf of [School Name] to share exciting news. [School] has received a SupportMusic Merit award (SMMA) as part of The NAMM Foundation’s “Best Communities for Music Education” (BCME) national award program. Over the past 25 years, The NAMM Foundation has honored more than 1,000 schools and districts in 43 states, for their unwavering commitment to music education as an integral part of a well-rounded education for all students.

Your congratulatory message would mean a great deal to our community. It serves as official recognition of our dedication to providing a comprehensive education that includes the arts.

We kindly request your support in celebrating and acknowledging [School] as a SMMA award recipient. Your proclamation would highlight the vital work we do in educating the public about music and its impact.

[Enclosed, please find a sample proclamation that you may use as a reference. We also invite you to attend our Spring Board meeting and present the proclamation or have representative present on your behalf.]

Thank you for your ongoing support of music and its positive influence on our community. Best,

[Signature]

[Title]

[Contant Information]