

[YOUR LETTERHEAD]

[DATE]

The Honourable [MPPs Name]

Atten: [Name of Administrative Assistant]

[MPP's Mailing Address]

Dear [First and Last Name],

On behalf of [Museum Name] and in collaboration with the Ontario Museum Association, I am pleased to invite you to [insert event name] for *May is Museum Month/Mai, Mois des Musées*. Occurring annually since 2000, *May is Museum Month/Mai, Mois des Musées* is a program run by the Ontario Museum Association celebrating Ontario's 700+ museums, galleries, and heritage sites, their 11,000 employees, and 37,000 volunteers.

Communities across the province will celebrate *May is Museum Month/Mai, Mois des Musées*, and we would appreciate the opportunity to share this exciting celebration with you. Through research, programming and community engagement, museums have a cascading effect that fosters positive change – from supporting climate action and fostering inclusivity, to tackling social isolation and improving mental health, to advancing Truth and Reconciliation.

We will be holding a [type of event] for members of your community including [list partner organizations, key attendees, or community leaders in attendance if relevant] on [proposed date and time] at [location]. We would be honoured if you would agree to [insert the role you want the MPP to take; attend/participate/speak]. [Museum Name] and the Ontario Museum Association look forward to celebrating *May is Museum Month/ Mai, Mois des Musées* with you!

If you or any members of your staff have any questions, please reach out to me by phone [your phone number] or email [your email].

Sincerely,

[YOUR NAME]

[YOUR INSTITUTION]