Dear **[insert legislator's name]**;

During the month of October, [**repository name**] is celebrating Archives Month! Archives Month is a way to celebrate the value of Georgia’s historical records, publicize the many ways historical records enrich our lives, and recognize those who maintain our communities’ historical records.

We will be hosting special events throughout the month to highlight our rare and unique materials. Please join us for the following special programs:

* [**Insert list of upcoming programs**]

We would be honored if you could attend this program and let us show you the vast resources and the value we add to the community.

Georgia Archives Month is part of American Archives Month, a collaborative effort by archival organizations and repositories around the nation to highlight the importance of records of enduring value. Archivists are professionals who assess, collect, organize, preserve, maintain control of, and provide access to information that has lasting value, and they help people find and understand the information they need in those records.

Please contact [**name of contact person**] at [**phone number and/or email address**] if you have any questions we can answer to ensure your visit.

[**Brief paragraph describing repository/institution.**]

Thank you for your time

**[your name]**