

## SAMPLE LETTER

(Use Organization letterhead if available)

Date

Organization Name

Organization Address

RE: Museum on Main Street Traveling Exhibit 2016-2017

\_\_\_\_\_ is excited to join the High Springs Historical Society, Inc. (High Springs Museum) in welcoming the Florida Humanities Council, the Smithsonian Institute and their “Museum on Main Street” (MoMS) traveling Exhibit 2016 “Water / Ways.”

See attached information required for our commitment to this educational event as requested below:

Partnering Organizations:  (check box if applies)

- Commitment letter to this event
  - Organization’s previous commitment to developing humanities-based public programs and resources and how it could benefit MoMS
  - Provide organizations contact info: organization name, Contact name, title and position; address, phone and email; and what their specific organization is planning to contribute to the Water / Ways exhibit

Local Scholars/Presenters:  (check box if applies)

- Commitment letter to this event
  - Collaborate with the creation and implementation of public programs and resources, and/or assist with marketing and outreach related to this event
  - Provide a short resume/bio (2 pages)
  - Provide contact info and a brief description of what you are planning to present and why and how it will compliment the Water/Ways exhibit

We look forward to joining the High Springs Historical Society, Inc., the Florida Humanities Council and the Smithsonian Institute in hosting the “Museum on Main Street” program in 2016.

Sincerely,

Contact Name

Organization Name

Organization Email