Good morning/afternoon/evening, Mx.[Recipient's Name],

My name is [Your Name (first and last)] and I am a representative/member of [School Name/Theatre Program.] We are reaching out to you to ask for your assistance in declaring the month of March as "Theatre in our Schools Month", where schools/communities/etc (depends on your recipient!) could share with their students/members the history, importance, and benefits of theatre.

[This next paragraph(s) should include your troupe's reasoning and motivation for proclaiming March as Theatre in our Schools Month. Talk with your officers/troupe and try to come up with ways a TIOSM proclamation would specifically benefit your community/school. Be sure to include arguments that are suited to the recipient - what do they want? What are their goals? What makes your request beneficial to them specifically? If you need some inspiration, we have an example e-mail below!]

[Your theatre program] is working with the Educational Theatre Association and Texas Thespians to help declare "Theatre in our Schools Month" in every district across the United States and beyond, and we would greatly appreciate your aid in this endeavor. [Conclude your e-mail with a sentence or two detailing what the recipient's support would mean for your goals. Talk about the potential influence their decision could have on your society/school. Check the example below for inspiration!]

On behalf of [Your theatre program], I thank you for your time and consideration, and I hope to hear back from you soon.

Regards,

[Your Name (first and last)]