

Dear Diplomatic-Letter-Solicitation Tour Committee friends –

You are the wonderful volunteers who have offered to assist with our diplomatic letters for our CCD tour this time around, and I send you my warmest thanks. We're ready to go with our solicitation of the letters. On our last tour, we pulled this whole endeavor together in two weeks, so we are in good shape this time, but it would be good to get an immediate start. This task can be done from home, and it's a matter of looking up some addresses of government officials and sending each one a semi-customized letter, which I've provided below. It will be thrilling to work together to make it happen! **We need one person who would be willing to coordinate this endeavor,** which is a matter of keeping track of who will make which contacts, and being sure all the contacts have been made. **Please reply-all if you are willing to coordinate. Let's see if we can get all the solicitation letters emailed within the next two weeks.**

Here are the contacts we need to make, and we are open to any others, as well:

- Letters of thanks from members of the US Senate and Congress (re: Congress – as many from our area as we can get; let them know that we have a number of chorus members from their district)
- Letter of thanks from Secretary of State Tillerson
- Letter of thanks or introduction from Mayor Duggan of Detroit
- Letter of thanks or introduction from Governor Snyder
- Citation from the full State Legislature, secured by your local Rep at the State House
- Letters of thanks from local Reps at the State House and Senate
- Letter of greeting – a generic letter if we are unsure of what to ask for
- Any others; let's think *big!*

FYI, **citations** from the State Legislature are declarations of recognition to the effect that we will be representing the State of Michigan in England. These documents are usually in a boiler-plate format with "whereas" and "therefore" and should be a standard item, easily secured, because various choristers are the voting constituents from these Reps' districts. (Citations are available for scout ceremonies, retirements, outstanding citizens, etc, and are routine.)

Letters of thanks from US Senate and Congress members, Governor Snyder, and Detroit Mayor are usually secured by the local State Rep's office. However, *since we are running with an approaching deadline, it would be best to contact their offices directly – or go both routes.*

Here is a sample, all-purpose letter (please leave **bold** parts as **bold** when sending) that can be sent to all of these individuals, with notes to you in **red** (to be deleted before sending):

.....

Dear _____,

I represent the Community Chorus of Detroit (CCD), and I am writing to request an official [please select one, per my note, above: citation, letter of thanks, letter of introduction, letter of greeting] from you. We are a diverse musical ensemble that welcomes all people. For complete information about the chorus, please see our website: <http://www.communitychorusofdetroit.com/>, where you will also find a recording of the CCD singing our National Anthem.

The chorus departs October 2 for a performance tour of England, where we will be proudly representing our great city and the State of Michigan as Detroit’s musical ambassadors. We will present concerts at a number of world-famous cathedrals and major historic sites, including St. Paul’s Cathedral in London.

We will present letters from our governmental representatives to a high-level official representing the English government at one of our concerts, and we would appreciate it if you would be so kind as to send a letter [or a citation] for inclusion in this presentation.

The letter may be addressed to “Our Distinguished English Host,” as our tour facilitator –Encore Tours – is currently finalizing arrangements for the presentation of the letters. **Possible points for inclusion in the letter are:**

--I/we extend warm wishes and appreciation for the hospitality of the English people in welcoming the Community Chorus of Detroit (CCD); for example, in the words of Secretary John Kerry in a presentation letter for an earlier tour: “My sincere thanks for hosting the Community Chorus of Detroit in your beautiful country.”

--The CCD has distinguished itself by adding to the culture of Detroit:

--The CCD presents four outstanding concerts in Detroit per year.

--The chorus has rapidly become a cultural gem of Detroit, singing with the Detroit Symphony Orchestra, and working with Metropolitan Opera-affiliated soloists in its concerts, as well as having established professional relationships with our local public universities and the Detroit Public Schools, to nurture young musicians.

--The CCD takes the word “Community” in its name seriously, giving back to the city by actively supporting programs that feed the hungry and homeless people of Detroit.

--I/we take great pride in presenting a vibrant American cultural institution to the people of England.

--Regarding the outcome of our tour: The CCD will have contributed to the development of international relationships, recognition of English culture, appreciation of the history of England, and strengthened ties with our ally of many centuries.

--I/we look forward to repaying the hospitality of the English people in Detroit in the future.

As our October 2 departure date is approaching, we would appreciate it if we could receive your letter [or citation] as soon as possible. Please mail it to:

Ms. Diane Linn, Executive Director
Community Chorus of Detroit
9120 Dwight Drive
Detroit, MI 48214-2944

With sincere thanks –

Your name

Please add a title if you like – perhaps “Community Chorus of Detroit Performance Tour Committee”

.....
When you edit the red comments to you and forward this letter to the various contacts, please do a trial send to yourself first, to check formatting before a final send. **Please note that I’ve attached the identical text, for this reason.**

Here is a link to assist with the correct forms of address for public officials:

<http://www.formsofaddress.info/USO.html>

Please note that Thom will contact the following people to solicit letters for us:

- Senator Debbie Stabenow
- Congresswoman Debbie Dingell
- Congresswoman Brenda Lawrence
- Detroit Mayor Mike Duggan

As you'll recall, for our last tour, we received letters from both Michigan US Senators, several US Congressional Reps, our governor, several state legislators, our mayor, the Detroit City Council, and President Obama! While I am disinclined for us to solicit a letter from our current President or VP, I leave this to you. Perhaps we could add President Obama to our list again, as well as Secretary Clinton, President Clinton, both Presidents Bush, President Carter, and any other officials you can think of, in addition to the people and offices above.

Please let us all know if you are able to coordinate our letter campaign, and then let's all be in touch so we know who is contacting which people. I'd appreciate it if you could all do reply-alls on our correspondence, so we'll all be in the loop. We have about five weeks to make it happen – aiming for a week's grace time at the end – and we can do it!

With warmest thanks –

Diane