

[YOUR LETTERHEAD]
[OR NAME AND ADDRESS]

DATE

The Honorable FIRST NAME LAST NAME
ADDRESS 1
ADDRESS 2
CITY, STATE ZIP+4

Dear Representative or Senator LAST NAME:

Paragraph I

Introduce yourself, your organization, and the Grant Program and award amount you received from the Kentucky Arts Council. Briefly describe the plan for the grant and the benefits that it will provide for the people it serves.

Give a brief overview of the meaningful work that your organization does. Share what you are able to accomplish and the audiences you serve thanks to the funding made possible by the Kentucky General Assembly and the National Endowment for the Arts.

Paragraph II

Thank the legislator for their continued support of the arts in Kentucky and give examples of what would be lost if this funding were ever cut.

Consider what your organization offers your community as well as why the arts are essential to Kentucky as a whole. What would be lost if you no longer had the funding to carry out your mission? Choose the areas that are most important to your organization and encourage continued support from legislators for the arts in Kentucky.

Paragraph III

Invite the legislator to a culminating event, performance or opening so that they may see your organization's work in action.

Choose an event that best represents the work your organization does and provide date options and contact information for a member of your staff to arrange a visit. The invitation paragraph is optional if unknown dates would cause a delay in sending the letter.

Paragraph IV

Provide contact information for any further questions.

Thank the legislator for their continued support of the arts and provide contact information should they want to contact your organization.

Sincerely,

[YOUR NAME HERE]
[YOUR TITLE HERE]

cc: Kentucky Arts Council