

[YOUR LETTERHEAD]  
[OR NAME AND ADDRESS]

DATE

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

Dear Representative/Senator LAST NAME:

My name is [FIRST NAME LAST NAME] and I have been selected to participate in the Kentucky Arts Council's Performing Artists Directory. The Performing Artists Directory is an adjudicated roster of professional Kentucky performing artists used by in-state and out-of-state presenters and others as a resource for identifying artists for performance bookings and projects.

This program also provides performers with the information and training needed to develop the business side of my art, which is essential to being a successful professional performer. The program provides workshops and consultations on a wide range of topics including building an effective e-presence, developing marketing and publicity materials, growing productive business relationships, creating showcase performances, negotiating performance contracts, copyrighting my products and planning performance tours.

I am thankful to you and other members of the Kentucky General Assembly on both sides of the aisle for continued support for arts programs in Kentucky. The role of the arts is essential  
*[Choose one or two of the following statements: 1. to sustainable economic development, 2. in developing greater tourism markets, 3. in building better communities.]*

My next performance/event is *Date/Place* and I'd like to welcome you and your family to come by and enjoy the show. *[Insert wording for an invitation that would enable the legislator to see the work in progress, a culminating event, or a performance or opening. Give some date options and contact information to facilitate arranging the visit. The invitation paragraph is optional if it might cause delay in sending the letter because of unknown dates.]*

Please don't hesitate to contact me with any questions you may have about the scope of this program and the benefits it will provide. Thank you for your continued support for the work of the Kentucky Arts Council and the arts in [YOUR CITY OR COUNTY NAME].

Sincerely,

[YOUR NAME HERE]  
[YOUR TITLE HERE]

cc: Lori Meadows, Kentucky Arts Council