

[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 as a working artist and a small business owner. Explain that you have been approved to participate in the Kentucky Arts Council Program that you've juried into. Briefly describe your plan for participation in the program and the benefits it will provide for the people it serves.

Give a brief overview of your work. Share what you are able to accomplish and the audiences you serve. Give thanks for the funding made possible by the Kentucky General Assembly and the National Endowment for the Arts. If the program provides funding, mention the amount.

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 you can offer your community and why the arts are essential to Kentucky as a whole. What would be lost if you were no longer able to create your art? Choose the areas that are most important to you and your work and encourage continued support from legislators for the arts in Kentucky.

Paragraph III

Invite the legislator to an upcoming event, activity, performance, etc., so that they may see your work in action.

Choose an event or exhibition that will be a strong presentation of you and your work. If possible, provide a few options and your contact information so that you can arrange passes for 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 you.

Sincerely,

[YOUR NAME HERE]

[YOUR BUSINESS OR GROUP NAME HERE]

cc: Kentucky Arts Council