The following letter is offered as a recommendation for wording. Please feel free to use your own words while including references to Arizona Commission on the Arts and to the state legislature as sources of the funding.

Your letterhead OR  
Your organization’s name  
Your address  
Your City NM Zip

Date

The Honorable (name of your state senator or state representative)  
Legislator’s address  
Legislator’s City AZ Zip

Dear [title and name, i.e., Senator Montoya]:

I am pleased to inform you that our non-profit arts organization, [name of your organization], has received a grant of [amount of grant] from the Arizona Commission on the Arts, an agency of the State of Arizona.

As one of the organizations receiving grants from the Arizona Commission on the Arts for Fiscal Year 2020, we extend our gratitude for your continued support of public arts funding through state appropriations.

This grant will be used to assist us in presenting [indicate programming activities to which the funding will be provided].

[Add one or two sentences describing why the grant funding is important to your organization and your community – how it makes a difference, including the economic impact on your community, if applicable.]

*[Optional Complimentary Tickets Offer\*\*]*

On behalf of [your organization’s name], I would like to invite you to attend [name of event or performance], which will be held on [day of week, date, time] at [location]. To RSVP and to receive more information concerning this event, please contact [name of contact person] at [phone number, fax, email address, and website].

Sincerely,

[your name]  
[your title with the organization]

\*\* If you are offering your legislators comp tickets to your event, give them two. If you have a festival or fair with a VIP area, you can give them passes to that area. In other words, you’ll want to treat them as you would any important funder.