

Date: [insert month, day, year]
To: [insert arts staff name here]
Re: Summary of NEA grant in our community

Hello, I am writing from [xxxx] and representing [xxxx] and I just wanted to take a moment of your time to connect you to some exciting work that is going on in [city/town name]. The congressman might be aware of the more than [CI # businesses] arts-related businesses supporting [CI # jobs] jobs in his/or her Congressional District, but he/she might not be aware of a grant from the National Endowment for the Arts (NEA) to [xxxx] to my organization which is located in your district and how it impacts [State name; District #] by supporting the local [economy /local school district/education social services, etc.]

Because of our mutual interest in our area, I want to demonstrate how modest Congressional funding specifically enriches our neighborhoods and services the public good. Especially during these tough economic times, I find it important to impart to our elected leaders the positive results of their spending decisions.

We are fully aware of the difficult choices you will be asked to make in the coming months regarding addressing our nation's fiscal problems and I want to take this opportunity to relate to you the story of a worthy investment in arts and culture and highlight some transformative developments back in our shared community.

[Insert project narrative]

Whether you have individually been supportive of the NEA or not, I simply wanted to relate to you the compelling outcomes that are making [State name; District #] a better place to live, work and learn for your constituents and how the United States Congress played a role in nurturing those outcomes.

Thanks for your time and attention. Please feel free to contact me directly regarding further details on this important grant and the work and I look forward to hearing from you.