Your letterhead OR

Organization/Grantee name

Organization/Grantee street address

Phoenix, AZ Zip

Date

The Honorable [NAME]

Council Member, Phoenix City Council

250 Broadway, Suite [NUMBER]

New York, NY 10007

Dear (title and name, e.g. Councilmember Stark):

I am pleased to inform you that our arts non-profit organization/entity/group, (name of your

organization or arts entity), has received a matching grant of (amount of grant) from the City of Phoenix Office of Arts and Culture.

As one of the organizations receiving Community Arts Grants program funding grant from the Phoenix Office of Arts and Culture, we extend our gratitude for your continued support of public arts funding through city general fund allocations.

This grant will be used to assist us in providing arts and culture services and programs to Phoenix residents. (Add one or two sentences telling 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), at (time) at (location). To RSVP and to receive more information concerning this event, please contact (name of contact person) at (include phone number, fax, email address, and website).

Thank you again for your support, (title and name of Councilmember).

Sincerely,

(Type your name)

(Type your title with the organization)

\*If you are offering your Councilmember comp tickets to your event, we recommend you offer them two tickets. If you have a festival or fair with a VIP area, you can give them passes to that area. In other words, more facetime with your Council district’s leadership helps to develop a meaningful and ongoing relationship.