

DATE

The Honorable FIRST NAME LAST NAME  
United States SENATE/HOUSE OF REPRESENTATIVES  
ADDRESS  
Washington, DC ZIP

Dear SENATOR/REPRESENTATIVE LAST NAME,

- Introduce yourself, your position, and your organization.
- Inform your Senator/Representative that your organization received an Oklahoma CARES Act grant from the Oklahoma Arts Council. Explain that the grant was made possible through funding provided by the National Endowment for the Arts to the Oklahoma Arts Council as part of the CARES Act.
- Detail how you used the funding and how it benefited your organization
- Explain that more than 100 nonprofit arts organizations like yours across the state will also receive Oklahoma CARES Grant funding totaling over \$400,000.
- Provide data or anecdotal examples of how the arts make a difference in our state and in your communities
- Close the letter by again expressing your appreciation

*As JOB TITLE for ORGANIZATION, I wanted to inform you that my organization recently benefited from an Oklahoma CARES Grant provided by the Oklahoma Arts Council. The grant was offered by the state arts agency in response to the COVID-19 pandemic to help nonprofit arts organizations retain jobs and maintain stability. It was made possible by CARES Act funding provided to the Oklahoma Arts Council as the state partner of the National Endowment for the Arts.*

*Because of our Oklahoma CARES Grant, my organization EXAMPLE OF HOW WE USED IT AND HOW IT IMPACTED US. In addition to my organization, the CARES Act assisted more than 100 other nonprofit arts organizations in Oklahoma with a total of over \$400,000 in support from the Oklahoma Arts Council.*

*Nonprofit Oklahoma arts and cultural organizations and their audiences generate \$878.2 million in economic activity in our state, supporting more than 29,000 full-time equivalent jobs. Your support for our industry is essential to the arts' ability to impact our state's economy, our quality of life, and the education of our people.*

*Thank you for your support.*

Sincerely,

Your name