

## Template Letter 1

DATE

The Honorable FIRST NAME LAST NAME  
OKLAHOMA SENATE/OKLAHOMA HOUSE OF REPRESENTATIVES  
2300 N. Lincoln Blvd., ROOM ###  
Oklahoma City, OK 73105

Dear SENATOR/REPRESENTATIVE LAST NAME:

*Introduce yourself and your organization. Inform your state senator/representative that you received a grant award from the Oklahoma Arts Council.*

*Describe your program and how it will benefit your community, which is represented by the state senator/representative in the Oklahoma State Legislature.*

*Explain how Oklahoma Arts Council and National Endowment for the Arts funding plays an important role in making arts programs like yours and hundreds of others possible across the state.*

*Express gratitude for your senator/representative's support of the Oklahoma Arts Council. Describe how the arts serve the economic, educational, and quality of life goals of state leaders.*

*Invite them to attend the program. Provide the date, time, and location. Offer them the opportunity to give remarks.*

*Thank them again for their support.*

YOUR NAME

YOUR SIGNATURE

## Template Letter 2

DATE

The Honorable FIRST NAME LAST NAME  
OKLAHOMA SENATE/OKLAHOMA HOUSE OF REPRESENTATIVES  
2300 N. Lincoln Blvd., ROOM ###  
Oklahoma City, OK 73105

Dear SENATOR/REPRESENTATIVE LAST NAME:

As YOUR TITLE of NAME OF ORGANIZATION, I am pleased to let you know we have received a grant award from the Oklahoma Arts Council for our upcoming program, NAME OF PROGRAM.

DESCRIBE YOUR PROGRAM AND HOW IT SERVES THE COMMUNITY

Oklahoma Arts Council grant funding is made possible through the investment of state leaders like you who recognize the arts' essential role in meeting needs in our communities. For more than 60 years, public funding for the arts through the Oklahoma Arts Council and their federal partner the National Endowment for the Arts has powered an effective ecosystem that makes arts programs possible in every part of our state.

We invite you to join us for our program on DATE and TIME at LOCATION to experience firsthand how our work—and Oklahoma Arts Council funding—is benefiting your district. If we can expect a visit from you, please let us know by contacting us CONTACT INFORMATION. We would be honored to welcome you and give you the opportunity to speak.

Thank you again for your support,

YOUR NAME  
YOUR SIGNATURE

**Example Letter—For Reference Only (Do Not Copy)**

April 30, 2026

The Honorable John Smith  
Oklahoma State Senate  
2300 N. Lincoln Blvd., Room 430  
Oklahoma City, OK 73105

Dear Senator Smith:

As executive director of the Oklahoma Art Camp, I am pleased to inform you we have received a grant award from the Oklahoma Arts Council for our upcoming program, "Summer STEAM Learning." The grant is an important part of making our program possible.

Summer STEAM Learning will take place June 11-15, from 9:00 a.m. to 3:00 p.m., at our facility located at 123 Main Street in Enid. Summer STEAM Learning is a week-long camp that introduces teenagers ages 13-18 to visual art concepts and connects those concepts to math, science, and engineering. Participants receive 30 hours of hands-on instruction from a professional teaching artist. The program is an effective way to keep students engaged in learning during their summer break.

Grants from the Oklahoma Arts Council, which receives funding from the State of Oklahoma and the National Endowment for the Arts, impact hundreds of organizations like ours in communities statewide each year. In leading the arts in our state, the Oklahoma Arts Council has had an essential role in serving important needs in education, economic growth, and quality of life for more than 60 years.

We invite you to join us as a special guest to see how this program serves teenagers and families in your district. It would be an honor for us to have you speak to our group of participants.

Please let us know if you would like to attend any part of our Summer STEAM Learning program by contacting me at (580) 555-1234 or [director@okartcamp.org](mailto:director@okartcamp.org).

Thank you for your support,

Executive Director  
Oklahoma Art Camp