

(date)

The Honorable (John Doe)
S.C. (State Senate/House of Representatives)
(find addresses at www.scstatehouse.net)

Dear (Senator/Representative Doe):

I am pleased to report that the Charleston Artist Guild has received a grant of \$ 7209.00 from the South Carolina Arts Commission. On behalf of the constituents in your district, thank you for your continued support of the arts in our state. Your support will allow the Guild to fund its 5 outreach programs, including the Art of Alzheimer's, Pattison's, Chicora School, Extraordinary Arts and High School Programs.

The Guild invites you to attend a general member's meeting, the 2nd Tuesday of every month (except for June – August), so you can see firsthand what the Guild does, and how state support helps make it happen.

In the meantime, you will receive the newsletter and press releases regularly to keep you informed about the Guild's activities in the community.

Thank you again for your support of the arts in our state.

Sincerely,