



Where to start when writing a letter regarding art education.

Here are some tips:

- Write clearly and concisely: It is crucial to be extremely clear about the topic you are addressing and how the person you are writing to is involved or how they can be involved. Use simple language and avoid slang and jargon as well as any other terminology they may not understand. Always spell and grammar check your work prior to sending it!
- Provide a summary: At the beginning of your letter provide a short paragraph that provides an overview of the topic you are addressing. This will enable the person to quickly process the reason for your letter.
- Be specific about your intent: Detail the topic of discussion or the problem that needs addressing: Is it new support you are asking for or continued support for an ongoing effort? Is this a letter to inform your reader about something or are you asking a question about a specific topic? Do you need to explain a challenge you face? If so, be sure to detail the exact nature of the problem and in particular the effects that it has. Or if this is just a letter to inform someone of an issue, be sure to cite key facts clearly.
- References: Be sure to cite current legislation or current topics in art education to help enforce the importance of your topic. This makes it more relevant.
- Exit strategy: Most readers will look to support the arts, but try to explain why their personal support is so important. Quoting people outside of an arts field is always a strong ending note.