

­***[TITLE: MR/MS/HON][NAME OF MP] Member for [CONSTITUENCY NAME]***

***[ADDRESS LINE 1]***

***[ADDRESS LINE 2]***

***[DATE]***

Dear ***[TITLE] [NAME OF MP]***,

**Invitation to visit *[Name of school/setting]***

***[Name of setting]*** would like to invite you to our Artsmark Celebration Week event, as part of the national campaign for schools and organisations committed to delivering high-quality arts and cultural education.

Artsmark is Arts Council England’s award for schools and education settings that champion the arts and strive for excellence. It celebrates settings that embrace the arts across the curriculum, bringing them to life for children and young people.

***Explain here your connection to Artsmark – are you working towards your award or have received your level?* For example: [Name of school/setting]** has been working towards their Artsmark Award for XX years/months, setting out and embedding a clear vision for developing its arts and cultural provision*.*

From 7 – 11 October schools, education settings and arts and cultural organisations across the country will be taking part in a national celebration of cultural education.

I am writing to invite you to attend our Artsmark Celebration event on ***[insert date and time of your event].*** It will be a great opportunity to celebrate what ***[name of setting]*** and our pupils have achieved through Artsmark.

***[The middle section of the invite should detail what the proposed event is and what you’d like the MP to do. For example, if you were recently awarded Artsmark, invite your MP to present your certificate and say a few words on why art and cultural education is important for children and young people. Or, if your event focuses on a performance or exhibition, alert your MP that they’ll be watching a performance or viewing the students’ work. You should also say that the local media will be invited, if this is the case.]***

I do hope you can join us to celebrate with our staff and pupils.

I look forward to hearing from you and thank you in advance for your support for ***[name of setting]***. You can contact me at ***[email]*** or ***[telephone]***.

Best wishes,