***[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]***

***[Name of school]*** has been awarded a prestigious Artsmark Award from Arts Council England. The award is reserved for schools and education settings that offer high quality art and cultural provision.

***[Name of school]*** has been working towards this award for ***[X]*** years and had to evidence how they’ve embedded arts and culture across the whole curriculum and within school improvement plans.

I am writing to invite you to visit our school on ***[either give them the specific date and time of your event or say it can be on a date that’s convenient to them if you can be flexible].*** It will be a great opportunity to celebrate what ***[name of school]*** and our pupils have achieved with 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 your event is a reception to celebrate receiving your award, then you may like the 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 that will include celebrating the award, alert your MP that they’ll be watching a performance or viewing the students’ work. You can also say that the local media will be invited, if this is the case]***

I do hope you can join us to celebrate this great achievement for ***[name of school]*** and its pupils.

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

Best wishes