

Sample Letter

To announce your kickoff

Dear (company name) Employee:

Mark your calendar for XXX through XXX and join (company name) in supporting Allied Arts!

It's time for our campaign for Allied Arts and this year should be our best ever! This year our goal is \$XXX so we'll need your help to get there. Workplace giving campaigns like ours contribute 45% of total campaign revenue for Allied Arts, which makes all of us important participants in the cultural life of our community.

In addition to outstanding entertainment for people of all ages, Allied Arts member agencies help our community in many ways - they put art and music in schools, take children to dance and musical productions, give senior citizens second careers and nurture artistic talent. More than 3.8 million adults and children in the greater Oklahoma City metro area are touched by the arts - you included!

Allied Arts makes it easy for you to make a gift. First, make your contribution. If you've given before, consider giving a bit more this year - the arts deserve our help. If you've not given before, think about a gift of \$50. Allied Arts' OKCityCard - your ticket to discounted entertainment, shopping and dining - is available for \$50. Your pledge card and brochure will have complete details and tax-deductible information.

(Company name) makes it easy for you to contribute as well. You will receive a pledge card at the kickoff and you may use that to make your contribution through payroll deduction. Just a few dollars a week adds up to big benefits for you and the arts.

Our company even matches your gift so don't forget to attach your completed matching form with your pledge card.

Thank you for partnering with (company name) to support the arts. Together, through Allied Arts, we can make a difference in the culture of our community by making the arts available to everyone.

Sincerely,
CEO
(company name)

Sample Letter

To ask for employee participation

Dear (company name) Employee:

It is time for our Annual Allied Arts Campaign. We are major supporters of charitable organizations in our community because we value our city and hope that it can be an even greater place to work and live. To that end, I am asking that each of you join me in making a personal contribution to Allied Arts of \$50 or more.

As Oklahoma's only United Arts Fund, Allied Arts is the best way to support local arts. Your contribution will support 20 Allied Arts member agencies. The 4,000 artists represented by these agencies include visual arts, dancers and classical musicians as well as actors, poets and singers. Each year these artists provide a richness and quality of life that touches over 3.8 million adults and children - you included!

With a contribution of \$50 or more you will receive an OKCityCard - your ticket to discounted entertainment, shopping and dining.

(Coordinator name) has agreed to manage our internal campaign. So, please complete the enclosed pledge card (include a check or indicated a pledge amount) and return it to (coordinator name) by (date).

Thanks in advance for your support of this valuable cause.

Sincerely,

CEO

(company name)

Sample Letters

The push in the middle

Dear (company name) Employee:

The final push to meet our goal is on! We're at \$XXX toward a goal of \$XXX - close but not close enough.

If you haven't yet made a gift or pledge to Allied Arts, please take a few moments to fill out your pledge card. New cards may be obtained through (coordinator name), our campaign coordinator.

If you have made your gift - thank you, thank you, thank you!

We will be wrapping up on (date) and I'd love to meet or surpass our target amount by then. Thanks for helping (company name) reach our goal!

Sincerely,
CEO
(company name)

The end of the campaign

Everyone who believes in the arts and their vitality to our quality of life thanks you for your support of Allied Arts. I appreciate the fact that you joined me by being a part of our employee campaign here at (company name). With your efforts, we raised \$XXX this year. These funds will allow further allocations to the 20 different Allied Arts member agencies.

On behalf of (company name) and the Allied Arts member agencies, I thank you for your generosity in supporting the arts.

Sincerely,
CEO
(company name)