<Date>

<Name of Editor>

<Name of Newspaper>

<Address Line 1>

<Town>

<County>

<Post Code>

<Name>

<Address Line 1>

<Town>

<County>

<Post Code>

Dear Editor,

We’re delighted that <INSERT NAME OF CAUSE> has been chosen to benefit from the Co-op Local Community Fund.

At a time when funds for community groups and charitable organisations are becoming more difficult to access, we’re incredibly grateful for this opportunity to make a real difference in <NAME OF TOWN/ VILLAGE>.

We’re raising funds for/to <INSERT DETAILS OF PROJECT>.

(PLEASE INCLUDE INFORMATION ABOUT; YOUR PROJECT, WHAT YOU WILL BE SPENDING THE FUNDS ON AND HOW YOUR PROJECT WILL BENEFIT THE COMMUNITY).

To help us raise vital funds, we’ll be relying on Co-op Members. When a member buys selected branded products and services, the Co-op will give a helping hand to local causes like ours.

Co-op members can select us as their local cause by visiting <INSERT LINK TO YOUR CAUSE PROFILE PAGE>. We really hope that people will visit the Co-op website or download the Co-op app and select us as their local cause.

Yours sincerely,

<INSERT NAME AND TITLE>

<INSERT NAME OF CAUSE>

<INSERT EMAIL/ TELEPHONE DETAILS>

(YOU COULD ALSO SEND A PHOTO & CAPTION ABOUT YOUR CAUSE)

**We’re part of the Co-op Local Community Fund**

When members buy selected Co-op branded products and services, the Co-op will give local causes a helping hand.