

{DATE} {XX MARCH 2022}

{FULL TITLE} {EXAMPLE - The Honorable Katrine Hildyard, MP} {CHECK THE LINK BELOW FOR USE OF HONORABLE}

{FULL POSITION} Minister for Recreation, Sport and Racing

{POSTAL ADDRESS}PO Box 127

{POSTAL SUBURB} LONSDALE DC SA 5160

Dear {INSERT MP/CANDIDATE NAME HERE} [{SEE HERE FOR ADVICE ON HOW TO ADDRESS SITTING MEMBERS AND MINISTERS}](https://www.aph.gov.au/senators_and_members/guidelines_for_contacting_senators_and_members/how_to_address_senators_and_members)

I write to bring your attention to a project in the electorate of {ELECTORATE NAME} at {GOLF CLUB NAME}. The project has been registered with Australian Golf’s [*Pitch In: Grow Community Golf Campaign*](http://www.pitchinforgolf.com.au/) and requires support from our local representative.

The {GOLF CLUB NAME}, located in {SUBURB} is an 18 hole {EDIT IF REQUIRED} golf course with {NUMBER} members, and currently hosts over {NUMBER OF ROUNDS} games of golf per year. To boost the participation of females and juniors/provide access to people of all abilities/increase patronage from functions and special events {EDIT THIS PIECE TO INCLUDE THE OUTCOMES OR YOUR SPECIFIC PROJECT}, the club is seeking funding assistance of $XXX to upgrade our {TITLE OF PROJECT/AREA OF INVESTMENT}.

Attached is an information sheet containing further details on the project, including photos of the current facility that demonstrate the need for works to upgrade the facility. {BE SURE TO INCLUDE A DOCUMENT OUTLINING THE PROJECT THAT INCLUDES PHOTOS AND IMAGES}

Our golf courses are not just sporting facilities, they are social hubs and important event spaces for the community. However, too many of these clubhouse facilities are today looking tired and worn out. This prevents people from coming along and enjoying what would otherwise be a great community venue. {REPLACE THIS PARAGRAPH WITH ONE THAT STATES WHY THE PROJECT IS IMPORATATNT TO YOUR CLUB/FACILTY AND COMMUNITY}

As part of the 2022 Federal Election campaign, we are seeking your support as the Club’s local MP/candidate {DELETE NOT APPLICABLE} to commit funding of $XXX towards the project, so the club can be a place for the whole community to enjoy.

On behalf of {GOLF CLUB NAME} I would like to meet with you in the lead up to the election to discuss this opportunity. I have availability across {STATE A RANGE OF THREE DAYS FOR THEM TO CHOOSE FROM} and sincerely hope that you consider this request. I can be contacted on {MOBILE PHONE AND EMAIL ADDRESS} to confirm a time.

I wish you all the best for the duration of this election campaign and look forward to hearing back from you soon.

Yours faithfully,

{CLUBS CHAIRPERSON}

{POSITION}{GOLF CLUB NAME}