Dear Editor,

We’re delighted that <INSERT NAME OF CAUSE> has been chosen to benefit from the Co-op Local Community Fund and we wondered if your newspaper could help give us a little extra promotion?

As you can imagine, the last 18 months have been really challenging for small, charitable groups like ours. The pandemic has drastically affected our fundraising efforts, so we’re grateful to have this partnership with the local Co-op.

We’re urging local members to choose us as their cause so we can deliver our project and help more people in <INSERT AREA>.

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).

When members buy selected Co-op branded products and services, 1p from every pound spent goes to support 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 Community Fund cause so we can continue making a difference.

Please feel free to contact me on <INSERT PHONE NUMBER> if you’d like any more information.

Yours sincerely,

<INSERT NAME AND TITLE>

<INSERT NAME OF CAUSE>

\*YOU COULD ALSO SEND A PHOTO & CAPTION ABOUT YOUR CAUSE