<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 as a 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 website 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.