<Name>  
<Address Line 1>  
<Town>  
<County>  
<Post Code>

<Date>

<Name of Editor>  
<Name of Newspaper>  
<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 products or services from the Co-op they earn a 5% reward for themselves, with a further 1% for local causes like ours.

The Co-op is looking to support organisations that make a difference in their local communities by protecting & improving community spaces, helping people reach their full potential by developing their skills or promoting health and wellbeing.

Co-op members can choose us as their local cause by visiting <INSERT LINK TO YOUR CAUSE PROFILE PAGE>.  
We really hope that people will visit the website and donate their 1% to us.

If you’re not a member and would like to support us, you can join at your local store or online   
at [www.coop.co.uk](http://www.coop.co.uk).

When a community comes together we’re able to achieve great things, so we hope you can help promote our project.

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 you buy Co-op products or services and use   
your membership card, 1% goes to a local cause.   
Go online **coop.co.uk/membership**