*Your address, including postcode*

Dear Councillor *[insert Councillors’ last name]*,

I am writing to invite you to our event taking place in *[insert name of council ward ]* to celebrate Volunteers’ Week.

Our event is…

*In one or two sentences tell them:*

* *what your event is about*
* *what will be happening*
* *when and where it will be taking place.*

Our organisation…

*Here provide one or two sentences about your organisation including:*

* *what it does*
* *how it involves volunteers in the local area.*

I very much hope you are available to attend and celebrate with us.We would be grateful if you would RSVP to [insert contact details of your event organiser] who is organising the event.

**About Volunteers’ Week**

Volunteers’ Week is a nationwide week to celebrate the work of millions of volunteers who give up their time to help others. This campaign was established in 1984 by Volunteering England which has since merged with NCVO, now the lead for the national campaign.

You can find out more at [www.volunteersweek.org](http://www.volunteersweek.org)

With best wishes,

*Insert your contact details*

