**[DATE]**

Dear [BUSINESS NAME],

 **RE: MEALS ON WHEELS NATIONAL RECORD ATTEMPT
DATE: WEDNESDAY 29 AUGUST 2018**

In celebration of this year’s National Meals on Wheels Day taking place on Wednesday 29 August, Meals on Wheels [SERVICE], along with other participating services across the state will attempt to **break the National Record** for the *‘most community meals produced within a five-hour period’*.

2017 saw Queensland Meals on Wheels set the inaugural record at 708 meals produced. This year we look to smash that record with the help of our local businesses.

Last year’s record was nationally covered in the media. We would like to provide you with the opportunity to get your business involved in what will be a fantastic cause.

We are extending our meal offerings outside of our usual client-base, to all that want to get involved. We encourage your business to participate in the celebrations by ordering meals from Queensland Meals on Wheels for Wednesday 29 August, and help us smash the National Record.

The meal that will be produced by Meals on Wheels services across the state on the day will be roast chicken with gravy and roast vegetables (potato, beans and carrots).

If you would like to be part of Meals on Wheels’ celebrations, please either fill out the attached order form, or contact us on [PHONE NUMBER] to place your orders of roast chicken, which will form part of the National Record! These meals will be delivered to you on National Meals on Wheels Day (Wednesday 29 August 2018) and will cost [$XX] per meal [including dessert & drink – add details if applicable]. Orders must be received and paid for by xx/xx/xx.

There is also the opportunity for your business to support this day by providing [INSERT PRODUCT] or volunteers to join the delivery run on the day. Here you will get to meet the extraordinary Meals on Wheels clients and volunteers, as well as directly contribute to the cause. Please contact us on [PHONE NUMBER] if you would like to provide [INSERT PRODUCT] or volunteers.

In the last [XX] years, Meals on Wheels [INSERT SERVICE NAME] have delivered over [XXX] meals to people in need in the [INSERT SERVICE NAME] area. The community-run service relies on their [NO. OF VOLUNTEERS] volunteers who selflessly donate their time to assist with cooking and delivering the [NO. OF WEEKLY MEALS] nourishing meals to local community members each week.

Meals on Wheels [INSERT SERVICE NAME] volunteers help make up the 15,000 Meals on Wheels volunteers from 140+ services located throughout Queensland who deliver two million meals annually and provide support to more than 40,000 clients in cities, regional and rural areas.

If you have any further queries or questions relating to any of the above information, please do not hesitate to contact us.

Sincerely,

INSERT SERVICE NAME

INSERT ADDRESS

**SUBURB, QLD POSTCODE**

**ORDER FORM**

**Meals on Wheels**

[Service Address]

[Service Phone]

[Service Email]

|  |  |
| --- | --- |
| **Contact Name:** |  |
| **Business Name:** |  |
| **Phone Number:** |  |
| **Address:** |  |
|  |
|  |
| **Delivery Date:** | Wednesday 29 August 2018 |
| **No. of Meals:** | \_\_\_\_\_\_ x Roast Chicken and Vegetables [Add details of Dessert & Drink if applicable] |
| **Payment Amount:** | $\_\_\_\_\_\_ = No. of Meals x $[PRICE OF ROAST CHICKEN] |

**Payment Option:**

To pay for your order, please include the exact payment in Cash or Cheque attached to this form. Alternatively, you may call [Service Phone] to make a Credit Card payment. Please indicate which payment option you have selected. Orders must be received and paid for by xx/xx/xx.

☐ Cash Enclosed ☐ Cheque Enclosed ☐ Telephone Order