**DATE**

INSERT MP NAME

**Member of Parliament**

INSERT ADDRESS

**SUBURB, BRISBANE QLD POSTCODE**

Dear [INSERT MP NAME],

**RE: INVITATION TO JOIN US FOR NATIONAL MEALS ON WHEELS DAY
DATE: WEDNESDAY 29 AUGUST 2018**

In celebration of this year’s National Meals on Wheels Day on 29 August, Meals on Wheels [SERVICE], along with other participating services across the state, will recognise and celebrate the hard work and dedication their volunteers put in every day. This day will also mark Queensland Meals on Wheels’ attempt at breaking the National Record for the *‘most community meals produced within a five-hour period’*.

To support us in our annual celebrations and National Record attempt, we are calling on MPs as the leaders of our community to join us on this momentous day for an organisation that provides such a valuable service to the [Electorate] local community and across the state. We are inviting you to contribute to the National Record by participating in the meal delivery run, as well as to meet the hard working volunteers and clients who provide such a valuable service to our community.

In the last [XX], Meals on Wheels [INSERT SERVICE NAME] has delivered over [NO. OF ANNUAL MEALS] 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.

We welcome the opportunity to speak with you further about the value of our service in the [Electorate] local community and how you can assist us with our celebrations. Your attendance on the day to assist with media opportunities would be greatly appreciated.

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

We look forward to your response at your earliest convenience.

Sincerely,

INSERT SERVICE NAME

INSERT ADDRESS

**SUBURB, BRISBANE QLD POSTCODE**