Dear [insert name of MP/Cllr]

I am writing to you as your constituent on behalf of [name of CRP/station volunteer group] to inform you of our [partnership/group/volunteer] has been shortlisted for a national Community Rail Award, recognising our dedicated work in the community.

We have been shortlisted in the category of [insert category] for our work [insert details of the project that has been shortlisted or the work of the volunteer].

The Community Rail Awards, now in its 20th year, recognises the important work carried out by an army, often of volunteers, who work across Britain’s rail network to make stations welcoming spaces for passengers and visitors alike. Alongside this, many of the groups carry out vital community engagement work with schools, colleges, and other local groups to help educate and secure passengers of the future, which is critical to ensuring our railways are an inclusive, sustainable, healthy way to travel.

The winners will be announced at a high-profile Awards Ceremony in Newcastle on Thursday 13 March 2025.

We’re part of community rail which is a unique and growing movement comprising more than 75 community rail partnerships and 1,300 volunteer groups that help communities get the most from their railways. Community rail promotes and enables sustainable and inclusive transport while helping communities have a voice on rail and transport.

[Insert the following paragraph if you would like to use this opportunity to invite your MP/elected members/relevant council officers to visit your station/line. It is good practice to follow up a few days after sending this letter/email to check it has been received and follow up on your offer of arranging a visit.] We’d welcome the opportunity to meet with you and highlight the variety of work we deliver within your constituency and will make contact with your office to arrange a visit.

I hope that you are able to support us on social media during the run up to the awards ceremony on 13 March (our social handles are below).

[insert social links]

I look forward to hearing from you.

Yours sincerely,

[insert name]