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 [partnership/group/volunteer] success at the national Community Rail Awards, recognising our dedicated work in the community.

Our recent project [insert name of project] has been awarded third place in the category of [insert award category]. The project aimed to [insert more details of the project here].

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 were 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 76 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 this if you would like to use this opportunity to invite your MP/local dignitary 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.

I look forward to hearing from you.

Yours sincerely,

[insert name & role within organisation/group]