Dear [insert name of MP/local dignitary]

I am writing to you as your constituent on behalf of [name of CRP/station volunteer group] to invite you to [event name] in celebration of this year’s [Community Rail Week](https://communityrail.org.uk/events-and-campaigns/community-rail-week/) being held nationally.

**[event name] will take place on [date] at [time] at [location]**

[insert name of CRP/station volunteer group and include a short paragraph here about what you do]

Community Rail Week, coordinated by Community Rail Network and sponsored by Rail Delivery Group, is a national awareness and community engagement campaign showcasing the vital role community rail plays locally in bringing people together linking with this year’s Railway 200 celebrations.

We are planning to celebrate the week with [event description].

Community rail 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.

We’d welcome the opportunity to meet with you and highlight the variety of work we deliver within your constituency. Please RSVP to [email] or call [phone].

If you cannot make this event, I hope that you are able to support us on social media throughout the day (our social handles are below) and perhaps we could look to arrange a meeting with you later in the year.

[insert social links]

I look forward to hearing from you.

Yours sincerely,

[insert name]