

# Template email invitation for candidate / MP to visit a Locality member

(contact a broad spectrum of candidates if contacting in the run up to a General Election to follow [charity and electoral law](#). For general election campaigning guidance visit [locality.org.uk/our-influencing-work/general-election-guidance](http://locality.org.uk/our-influencing-work/general-election-guidance)).

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Subject: Invitation to visit [organisation name]

Dear [your candidate's/ MP's name],

I am writing to you on behalf of [organisation name]. We are a community organisation with a mission to [identify your cause] in [your neighbourhood / constituency name]. We work hard every day to transform lives and create a fairer place for local people. [Highlight your impact or presence in the community e.g. 'last year we supported over 100 local people']. You can find out more about our work here [organisation website].

We are writing to [constituency name] candidates at this critical time of the General Election to ensure our organisation's vital cause stays on the local political agenda.

We would like to invite you to visit our organisation. This provides an opportunity for you to learn more about our vital work and to build a productive relationship for the benefit of residents in [your neighbourhood / constituency name]. It also provides us an opportunity to learn more about you and your vision for our area.

We would like you to meet [e.g. our Chief Executive, Trustees/Chair, staff, volunteers, beneficiaries] to get a full rounded picture of our organisation's work, the supportive community here, and the positive impact we are making. We can also discuss the national opportunities to support organisations like ours to build thriving neighbourhoods across the country – as per the recent [Manifesto from Locality](#), the membership network for our sector.

We would like to arrange a mutually convenient date and time and encourage you to call/email using details below. We are open at [opening times] and can be flexible. We can give you a tour of our premises, and [tea, coffee, lunchtime snacks] will be provided. Please let me know if you have any access or dietary requirements.

We're looking forward to welcoming you – please do reach out!

Kind regards,

[name]

[role]

[organisation name]

[contact details]



**Locality is the national membership network supporting community organisations to be strong and successful.**

**Unlock the power in your community with us**

**Locality**

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