



**DRAFT LETTER TO LOCAL COUNCILLORS, STATE & FEDERAL MEMBERS OF
PARLIAMENT AND SENATORS.**

Dear

I am the (Position held) of the Parents & Friends Association of.....
..... (school/College).

Our association meets at (time of meeting e.g. 7.30pm) until approximately
(e.g. 9pm) on the (e.g. 3rd Tuesday of each month) during term time.

Our meeting dates for 2014 are -

(Provide list of meeting dates)

We would like to invite you to attend any, or all, of our meetings so that we might be updated on any current educational matters, local issues or other items of interest. We would like to hear your views on any of these issues as well as providing you with our thoughts. We are interested in building a relationship with you so that you are aware of our events and the positive impact our school has within the community. Our P & F believes that our school community is an important part of
(suburb/town/city) and we would be happy to hear of any ways we might assist our local area or participate in community events.

We realize that you have a very busy schedule in your role as our representative and wish to welcome you for even a short time at our meetings. We would be happy to pause our agenda to speak with you at any P&F meeting you are able to attend as we feel this would be beneficial both for you and for our school community.

We look forward to seeing you at some of our P & F meetings so we can get to know you better and you can get to know a little more about (name of school)

Yours sincerely