**Template for writing to your Mayor**

Please refer to the guidance document before inviting your Mayor to your event.

The header and footer on this template can also be used when sending a postal letter. When completing an enquiry form or writing an email, the addresses, date and signature should be omitted from the below. The paragraphs highlighted in grey should be inserted as applicable. The text in red is to be completed based on the individual house/home/Member Society and event. All italicised text should be omitted.

[Your name and address]

[Their title, name and address *(please refer to the guidance document)*]

[Date]

Dear [Mr/Madam] Mayor

I am writing to invite you to [name of your event], which will be held on [date] from [start time]-[end time], at [venue address].

*For RL houses and homes:*

The event is hosted by [your house name], part of The Abbeyfield Society.

*For Member Societies:*

The event is hosted by [your Member Society name], a Member Society of The Abbeyfield Society.

Abbeyfield is a charity for older people providing housing across the UK and internationally. It is our mission to enhance the quality of life for older people through high quality accommodation in a stimulating environment to maintain a socially active life.

[Provide some additional information about your house, home or Member Society here – mention your position in and/or contribution to the local community if possible.]

This event will… [explain the purpose of your event and who else you are inviting].

*If you would like the Mayor to participate:*

We would also be delighted if you would… [explain what you would like them to do and provided timings if you can].

Refreshments will be provided… [give any additional information about food and drink here].

Parking is available at… [give details about the parking arrangements here].

Please RSVP at your earliest convenience by [return letter / email (*select as appropriate)*] or call [your phone number]. If you are able to attend please let us know if you have any specific dietary or accessibility requirements, and if you would like to bring a guest.

I look forward to hearing from you and thank you for your support.

Yours sincerely,

[Your signature]

[Your name, role and house, home or Member Society name]