



A sample letter to MPs, School Governors and Policy-makers;

Dear....

You are invited to join us on March 18th at (**name of school, theatre or university**) to celebrate *World Day of Theatre for Children and Young People*.

Our performance (**or workshop**) will be part of the national and international celebrations to mark the cultural and artistic value of Drama and Theatre in schools, theatres and universities, particularly across the UK.

The cast (**or children**) have gained a great deal from this project and are looking forward to sharing their endeavours with an audience. The work has involved (**details to be inserted by school/ theatre/university**)

I am writing to invite you to be our guest for this exciting and special occasion, which will take place at (**time**) on March 18th at (**place**). If you could let us know your time of arrival, we will be ready to welcome you at Reception. The performance (**or workshop**) will last approximately (**complete**).

Yours sincerely,

Reminders of inclusions if you choose to substantially re-write or amend the letter: Please use your school/theatre/university headed soft or hard copy address as appropriate.

Date: Friday 18th March,

Time: (**insert time**),

Where: (**insert venue address**),

Details of event: (**insert details of event**).

Your Contact Details: (**insert your contact details**)