## **<DATE>**

Dear parent/guardian

I’m getting in touch because your child’s name is on the waiting list for NAME OF THE GROUP Scout Group. Right now, we have about NUMBER ON WAITING LIST names on the waiting list and we’d love to be able to offer more young people the chance to join Scouts. The only way to start tackling the waiting list is by opening new sections so that’s what we’re aiming to do.

We’re planning an open evening on INSERT DATE at the INSERT LOCATION NAME, INSERT ADDRESS from INSERT TIMES.

We’d love for you and your child like to come along, try out some activities and find out how to get involved. During the evening, we’ll explain what’s involved in starting a SECTION for young people aged AGE RANGE years old. There’s no limit to how many adults you bring, so mums, dads, grandparents are all welcome!

If you’re not able to make the open evening, please let me know by email that you’re still interested. Otherwise we’ll assume you want to be removed from the waiting list.

Please go ahead and invite other families you know who would like to join the section or who may be willing to volunteer.

In the meantime, if you have any questions, please call me on (enter tel no.) or email (email address).

I hope to see you on OPEN EVENING DATE.

Yours sincerely,

Signatory’s Name

Signatory’s Title