Dear [Member of Parliament],

I write to you regarding the All-Party Parliamentary Group on School Food’s Excellence in School Food Award, which will be presented at the EDUCatering Awards on Monday 8th October 2018 at Royal Garden Hotel.  [Name of organisation/charity/individual or other] would like to submit the attached application to the judges, and I write to ask if you will support this submission. Applications that aren’t supported by a Member of Parliament will not be accepted.

[Short summary about the organisation/charity/individual or other’s application – details of if they operate within the MP’s constituency / why the MP should support the application]. I have attached the application for your viewing.

This is the inaugural School Food APPG’s Award, and therefore it would be incredibly special to participate in the nomination process, and perhaps even win the award.

I would therefore be very grateful if you could please sign the attached letter, and send it back to me so that I can submit the application. Alternatively, if you would like to submit your own letter with the attached application, then please do let me know. I would be very grateful for your support in this.

The deadline for submissions is 3pm on Friday 7th September 2018, and submissions must be emailed to vhacking@apse.org.uk

If you have any questions about the Awards, please do not hesitate to get in touch with me on [contact details].

Additionally, if you would like to be involved in the All-Party Parliamentary Group on School Food, please get in touch with Sharon Hodgson MP, as Chair of the APPG, at sharon.hodgson.mp@parliament.uk

Yours sincerely,

[Name and contact details – including a postal address if writing to a constituency MP]