

Use this letter and press release as a template for any letter you write to an organisation. The yellow areas indicate parts you should change.

Your Address and
phone number and email

Date

Address of organisation
you are contacting

Dear Sir or Madam

June 2010 is Gypsy Roma Traveller History Month and as a member of the community I hope to celebrate my culture with members of the wider community. I would like to discuss details of your planned events for Gypsy Roma Traveller History Month at your first convenience.

I can provide/I am organising details of your activity/planned event and would like to work with your organisation.

I look forward to hearing from you soon.

Yours faithfully

Your name

PRESS RELEASE

Date

Anytown Gypsies and Travellers make June a month to remember

Gypsies and Travellers from Anytown will be marking England's second annual Gypsy, Roma and Traveller History Month, with (what it is) at (location) on (date) starting at (time). The event is just one of thousands being held across Britain this month as thousands unite in ending the ignorance that blight's Gypsy and Travellers lives, and will feature people/acts/music/crafts etc.

Dick Akai, from your organisation, says: "For the Gypsies and Travellers of anytown, this event is an opportunity to tell the other side of the story, that Gypsies and Travellers have a long history and rich culture that has been part of Anytown's life for over five hundred years".

Funding for the event has come from Anytown District Council, who are keen to promote the heritage of Anytown's Gypsy and Traveller community. Councillor Ann Otherchance said: "Anytown has had a Gypsy and Traveller community for centuries and it's time that their contribution and recognised and celebrated."

For more information, contact: Your name and 24 hour telephone number and email

Notes: Use this to add interesting information about the event, performers, speakers etc and any good photo opportunities