

Example letter for approaching schools

This letter is regarding promoting the ALF club that **will be running in your church.**

(NB: This example letter can be downloaded from www.ariseministries.org.uk.)

(School's contact details)

(Your church's contact details)

(Date)

Dear *(name of Head Teacher)*

I am writing to you on behalf of *(name of church(es))* following a meeting with/having talked with/at the suggestion of *(name of person)* who suggested that I contact you regarding a new club that we are beginning at our church for children aged between 7 and 11 years old. *(or, if appropriate the age range/year group you have chosen).*

The club is called ALF (About Life and Faith) and is one of many being set up by churches across the country as part of a new national initiative. These clubs provide children with the opportunity to explore matters of life and the Christian faith.

In a safe and fun environment children will take part in a variety of games, craft and quizzes as well as watching interactive DVD clips and exploring a number of issues related to life and faith.

To raise awareness of the ALF club, we have produced a promotional flyer that we would like to offer children as well as a poster that we would love to display within the school. We have also prepared a special ALF assembly as a way of informing them about the club, that the children will find both interesting and enjoyable.

We would be really grateful if you would allow us to tell the children about the ALF club in the ways outlined. With this in mind I would be grateful if I, and my minister/another person(s) could meet up with you at a time that is convenient to discuss this in a little more detail.

I can be contacted on

I look forward to hearing from you at your earliest convenience.

Yours faithfully,

Name

Title (if appropriate)

On behalf of