<FULL NAME>

<POSITION>

<ORGANISATION> 8 March 2024

Dear Mr/Ms <SIR NAME>,

Surf Life Saving Queensland is delivering the xxx Program for our youth members on the <REGION & DATES>.

<INSERT BRIEF OVERVIEW OF THE PROGRAM>.

We wish to formally invite you to attend the XXX Program on:

**When:** DATE

**Time:** TIME & ACTIVITY

**Where:** LOCATION – SITE & PHYSICAL ADDRESS

If you are available to attend please respond via email to XXX by close of business *XXX.*

If you have any further questions about the opportunity or the program itself please do not hesitate to contact <NAME, EMAIL & PHONE>.

Thank you for your time and consideration and we look forward to hearing from you.

Kind Regards,

INSERT PROGRAM COORDIANTOR NAME, POSITION & SIGNATURE