(Manager/Contacts Name)

(Newspaper/Magazine Name)

Address line 1

Address line 2

Suburb – State – Postcode

Date goes here (Monday 1February 2021)

**RE: CIRCULAR KEYS CHORUS MEMBER DRIVE 2021**

Dear (Manager/Contact Name)

My name is (Your Name) and I am contacting (Newspaper/Magazine Name) on behalf of Circular Keys Chorus.

Circular Keys Chorus is a non-profit Community Group that belongs to Sweet Adelines Australia/International that is based in Baulkham Hills, Sydney, Australia. We are a committed Four-Part Harmony Chorus of 47 women that rehearse every week under the direction of our wonderful Master Director.

Attached to this letter is a poster that promotes our 6 Week Learn To Sing A Capella Course that will be commencing on (Date – Monday 1 February 2021) and our Chorus Information Package.

We are hopeful that you will consider featuring our poster in the next issue of your Newspaper/Magazine, (Newspaper/Magazine Name).

I am contactable at (Your Number) or circularkeyschoruspr@hotmail.com if you have any queries.

On behalf of Circular Keys Chorus, I thank you for your consideration.

Kindest Regards,

(your name)

Circular Keys Chorus PR/Marketing Team