**Template 2**

**Email/Letter Template: Making Initial Contact – Space Available**

**Assigned for More than 21 Days but Spaces are Available**

If it’s been more than 21 days since a parent submitted an application but you are now able to offer a space in your Unit, the below template might be useful. Even though the parent is likely to be happy at being offered a space, acknowledging the fact that it’s taken a bit longer than our automated email suggested it would, creates a good impression. Try the following template, for example:

*Hello [insert parent’s name],*

*We are contacting you regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_’s application to join \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit which we received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Application reference \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).*

*Please accept our apologies for the delay in making contact with you. We have experienced a high level of interest in our unit in recent months which has meant we have not been able to reach everyone as quickly as we would like.*

*I am delighted to be able to tell you that we are now in a position to be able to offer\_\_\_\_\_\_\_\_\_\_\_\_ a place in our Unit. We would therefore like to invite you and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to join us on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_pm.*

*[Insert any additional information about your Unit, meeting arrangements, etc.]*

*Please could I ask you to confirm that you would like to accept this place by responding to this email? Alternatively, should you wish to contact me by telephone, I can be reached on \_\_\_\_\_\_\_\_\_\_\_\_ between the hours of \_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_ on the following days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

*Kind regards,*

*…*

**If you require any assistance please contact Louise or Lorraine (membershipadmin@girlguiding-scot.org.uk)**