

 <local guiding address>

e: <email address>

w: <website URL>

<address of recipient>

Dear <name>

**Access to local authority premises for Girlguiding Scotland units**

We are writing to you from <county> regarding access to local authority premises for the purposes of local Girlguiding Scotland meetings.

<county> has <number of girl members> aged 4-18 and <number of volunteers> volunteers. Our county has a total of <number of units> units, which offer girls and young women a safe space to discover the best in themselves through challenge, adventure, fun and friendship.

We are seeking use of local authority premises in<county> that could be used in the short term as a place to host unit meetings.

We’d be grateful if you can advise what support is available to us as and what options there are for local guiding groups to make use of local authority-owned premises.

With many thanks for your attention to this matter.

Yours sincerely,

<county commissioner name>