(Organisation Details)

(Date)

The Honourable Michael Healy MP

Minister for Tourism and Sport

PO Box 15168

CITY EAST QLD 4002

Email: tourism@ministerial.qld.gov.au

Dear Minister

I refer to the funding support received from the Queensland Government under the Department of Tourism and Sport’s (OR insert former Department’s name if relevant) (insert program name).

This funding has enabled our organisation to (insert project details) which has provided our community with enhanced participation opportunities at (insert name of facility).

To celebrate the success of this project and recognise the valuable support provided, we wish to invite you to attend and officially open the (insert name of facility).

The details of the opening event is provided below, for your consideration:

Date: (day, date and year)

Time: (times including speech time)

Location: (street address and suburb)

Other expected guests that will be invited to the event include (list other guests i.e. state MP, local council, state sporting organisation).

To assist in planning for a great day, we look forward to hearing about your availability for this opening event at your earliest convenience.

If this date is unsuitable and you would like to discuss another date, please contact (Contact name, telephone and email of person to RSVP to if not person listed below) as soon as possible and prior to (date of RSVP).

Yours sincerely

Name

Position Title (i.e. President / Secretary)

Ph: (mobile / telephone contact)

Email: (email address for response)

cc: (Your departmental sport and recreation officer)