

# SAMPLE LETTER TO ORGANISATIONS

It may be a takeover, but that doesn't mean we shouldn't be polite. We've put together this template that you can use to write your own clear and convincing letters inviting organisations to take part in the Takeover Challenge.

Before you start, ask yourself four questions:

1. What is Takeover Challenge?
2. Why do you want to take over this organisation?
3. What does the organisation get out of it?
4. How are you going to continue your Takeover beyond the day?

Your letter should answer all of these questions, so make sure you can answer them clearly yourself before you write anything down. Copy and paste the template below and fill in the gaps or use it as a reference guide to write your own letter.



If you're writing a letter, your address and contact details (phone number, email) go up here, in the top right

The address of the organisation you're writing to goes here on the left, above the main letter

Dear **(name of the recipient)**,

**(The name of your school or group)** would like to invite you to be a part of our Takeover Challenge from Friday 29 November 2019. This year, Takeover Challenge can happen any time, any day over the year so there are plenty of chances to get involved in the biggest takeover in England.

The event gives young people the chance to 'takeover' organisations for a day. They get to experience what it's like to be in a real work environment, taking on responsibility and being a part of the decision making process. This year the project is asking organisations to think about how they can extend their Takeover for more than a day.

Organisations benefit too, gaining new ideas, insight and creativity to improve their services as well as the chance to show their commitment to listening to children and young people. Organisations across every sector and of any size can take part – it's a flexible event which can be tailored to suit your needs.

**(The name of your school or group)** chose to invite your organisation to take part because **(here you can explain why the organisation was chosen. Is it because they work with young people and you wanted to have a say? Is it because you're interested in what the organisation does and wanted to learn more about it? Try to give a few reasons and a lot of detail so they really understand why you have approached them)**

If you were willing to let us take over for the day we would like to **(now explain what you would like to do on the day. How many young people want to take part? Who do they want to work with? What decisions do they want to influence?)**

We would be glad to discuss alternatives with you if any of the above isn't possible.

In last two years alone, nearly 100,000 children have taken part – stepping into the shoes of a wide range of adult jobs including everything from MPs, mayors, TV presenters and teachers, to chief executives, business leaders and government officials.

From this year, *First News* newspaper are leading the way in supporting schools and others to take part in others to take part in Takeover Challenge and create real and lasting opportunities.

Whilst Takeover Challenge happens in many ways and at many times, this year's #TakeoverChallenge Day is on Friday 29 November. Support materials and advice to kick start your own Takeover Challenge can be found here: <https://www.firstcareers.co.uk/takeover-challenge/>

As well as giving young people a valuable experience, Takeover Challenge is a great opportunity to gain publicity and show [the name of their organisation] is one that takes on challenges and cares about young peoples' right to have a say in the decisions that affect them. **(Is there anything else you can list here that might help convince the organisation to get involved?)**

We hope you will consider this invitation and look forward to hearing from you soon.

Sincerely,  
**(your name and position)**