



**Machynlleth Community Children's Project Ltd**  
**Prosiect Cymunedol Plant Machynlleth Cyf**

The Nursery, Plas Grounds, Maengwyn Street, Machynlleth, Powys. SY20 8HZ

Tel/Ffon: 01654 702933

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[www.mccp.org.uk](http://www.mccp.org.uk)



**Dear Member of the Community,**

**Machynlleth Community Children's Project Ltd** have been reviewing our nursery building over recent months. At our board meeting on 20th November 2019, we unanimously decided that we would apply for grant funding to have a new build on the current nursery site. In order to be successful in our application we are asking for your support.

Are you willing to write a letter of support for our grant application? If so, we would be very grateful to you.

It would help our application if your letter could address the following three points:

- 1) A statement that identifies Machynlleth Community Children's Project Ltd and the importance of the nursery for the local community.
- 2) Any personal connection you have had with the project, including any other knowledge you may also have.
- 3) A closing statement about why you believe the nursery deserves funding for a rebuild.

Please address your letter to Karen Roberts, nursery manager or myself Angela Makaruk, secretary at the address on our letterhead above, include the date you are writing your letter and please sign your letter. If you have your own letterhead or company letterhead could you please write your letter using this too.

Looking forward to your much needed support,

Yours sincerely,

Angela Makaruk  
MCCP Ltd Secretary

*Example Letter of Support:*

The Nursery,  
Plas Grounds,  
Maengwyn Street,  
Machynlleth,  
Powys.  
SY20 8HZ

10<sup>th</sup> December 2019

Ms. D. N T Know,  
The House,  
The Town  
The City  
CC56 YY77

Dear Nursery Manager

It is my pleasure to write a letter in support of Machynlleth Community Children's Project Ltd grant application for funding for a new build on their current site. The proposal by Machynlleth Nursery is " New Nursery Build" and is being submitted to the Big Lottery People and Places Program by the trustees and manager of Machynlleth Community Children's project Ltd.

**Something here about your own relationship/knowledge of situation and how project/program will impact on the community.**

In conclusion, I fully support the efforts of Machynlleth Community Children's Project Ltd as they seek external funding to support a program designed to extend and improve the services they offer.

**Followed by a very concise and strong closing summary statement.**

Yours sincerely,

(original signature "Ms D NT Know" here)

D NT Know

Any title, position in the community