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| --- | --- |
| [Address Line 1]  [Address Line 2]  [Address Line 3]  [Address Line 4]  [Post Code] |  |

Dear Editor,

[I/We] are contacting you in the capacity of liaison officer[s] for the NMTF [Name] Group, which represents the interests of the micro and small businesses who trade on [describe trading location and/or trading connection], to ask for your engagement and support.

Our group is part of the NMTF Group Network. Founded in 1899, the NMTF is a trade association for market and street traders, events retailers and mobile caterers in the UK. We have the support of this national trade association (www.nmtf.co.uk).

To ensure [describe trading location and/or trading connection] is successful it is vital that decision makers in our community work together productively. The NMTF [Name] Group is committed to working in partnership with [name of market operator/event organiser] who run our [market/event].

But we also need the support of our local press. As a group of independents, we provide variety, choice and a point of difference to consumers. We like to think that we contribute to what makes [name of town/city] unique and a great place to live, work and visit.

[I/We] welcome the opportunity to be spokesperson[s] for [describe trading location and/or trading connection]. Feel free to contact [me/us] should you require comment from micro and small businesses in [name of town/city] on any appropriate matters.

If it agreeable, in addition [I/we] will send you regular stories from the people who trade on [describe trading location and/or trading connection]. On top of working in the area, many of us also reside in [name of town/city] so rest assured that we have lots to say!

If you are open to meeting with [myself/ourselves] in the capacity of liaison officer[s] for the NMTF [Name] Group, please let [me/us] know a time, date and location which is suitable. If preferred [I am/we are] happy to provide an agenda for the meeting in advance.

Find contact details of the liaison officer(s) below:

* [Name, Address, Contact Number, Email Address]
* [Name, Address, Contact Number, Email Address]

[I/We] look forward to hearing from you.

Yours sincerely,

[Name]  
Liaison Officer  
NMTF [Name] Group