**SAMPLE LETTER TO MP**

<Insert Date>  
<Insert name and title of the MP>­  
<Insert designation of the MP>  
<Insert postal address of the MP>

Dear Minister <Insert surname>,

# Early Learning Matters Week: 5-9 August, 2024

<Insert service name> is excited to invite you to the Early Learning Matters Week 2024 celebrations on <insert date and start and end time> at <insert location name>.

Our planned activities this year include <insert key activities>, and have been designed in such a way to showcase how hard we work to help every child thrive and learn in the early years of life.

Early Learning Matters Week, an initiative of Early Childhood Australia, is a national celebration that aims to recognise and raise the profile of high-quality early childhood education and care and all the ways it supports children to thrive. It is an opportunity to celebrate the importance of early learning and the difference it makes to children’s learning, development and wellbeing.

As members of your constituency, your presence will be beyond valuable to us and will make a huge difference to our educators, families and community, and to help demonstrate your ongoing commitment to early learning.

Now in its seventh year, Early Learning Matters Week is a chance for educators, families, politicians and the broader community to come together—through face-to-face events—and celebrate the value of early learning to children, families and the wider community.

To confirm your presence at the event, please contact <insert name and designation of your contact person> on <insert contact number> or <insert email>

Sincerely,

<insert name>  
<Insert designation>