Company address:

Company telephone:

Company email:

Company Website:

xxxxxx 2024

Dear [local MP name] **[click into header to insert your logo]**

We are taking part in Make UK’s National Manufacturing Day – where Britain’s manufacturers are coming together to open their facilities up on Thursday 26th September 2024 to showcase the amazing career opportunities available in our sector.

We would be delighted to invite you to visit our manufacturing site either in the run up to National Manufacturing Day or on the day itself.

Here at [insert name of company] we make [insert product] and we are looking forward to opening doors to future makers. We have been operating in your constituency since… and employ xxx number of staff.

We are proud to support apprenticeships and are excited to encourage young people into the factories to see for themselves what a career in manufacturing has to offer.

National Manufacturing Day gives us an opportunity to interact and encourage all age groups from school leavers to more experienced workers looking at reskilling to visit our manufacturing facilities, to see how they could perhaps enjoy some of the exciting opportunities on offer and ‘get behind the scenes of success’.

As a growing company, we are continuously seeking creative designers and innovative engineers to get involved and help us to produce some ground-breaking products such as insert products created by company. Our company can offer a diverse range of career opportunities from administration and management logistics, design, engineering, finance, HR, IT, marketing and communication, product development, production, research.

You can find out more about National Manufacturing Day at [www.makeuk.org/nmd](http://www.makeuk.org/nmd)

To arrange a visit, please contact… insert point of contact details.

Yours faithfully,

Insert signature

Name