**Example email for contacting groups**

Here is a template email that demonstrates the sort of transparency needed and the option to no longer hear from us that we need to include to comply with the new legislation. Please feel free to use this, add to it or adapt it to your needs and if you have any queries or wish someone to look over the communications you use, please contact [joanne@ngs.org.uk](mailto:joanne@ngs.org.uk) or 01483 213905

*Dear Jane,*

*I am the County Organiser for the National Garden Scheme and I got your details from the contact us page on your website. I wanted to let you know that we have a number of gardens open in your area that welcome groups like yours for bespoke visits. Historically lots of Women’s Institute groups have enjoyed visiting National Garden Scheme Gardens and we didn’t want you to miss out on the same opportunity.*

*Here are some details of gardens we have …. but I would be happy to discuss this further to help you find the perfect garden to visit for you and your group.*

*With all best wishes*

*Anne Jones – County Organiser, Outer Hebrides, National Garden Scheme*

***Email signature – If you no longer wish to receive communication from us please reply with the word Unsubscribe.***

**(Please ensure that you have an unsubscribe option on your email signature for every email you send out on behalf of the NGS)**