

Dear <Insert parent/carer name>,

It's great that <Insert girl's name> is looking to join Rainbows. My name is <Insert Leader's name> and I am the leader of the <Insert unit name >. We are really looking forward to welcoming <Insert girl's name> into the Girlguiding organisation, however unfortunately we will have to wait until she reaches the age of 5.

If you are happy for me to, I will for now, put her onto a waiting list and will be in contact with you closer to her 5<sup>th</sup> Birthday. If you change your mind and would no longer you're your daughter to be on our waiting list please do let me know. Remember to keep an eye out for emails and phone calls in the future so I can let you know more about when she can join us.

With best wishes,

<Insert Unit Leader's name>

Unit Leader  
<Insert unit name>

This template is not currently available online, however will soon be available on the Girlguiding Midlands Website along with a variety of other letter/email templates and help documents.