

[insert your address here]
111 Example Road
Example Town
Example City
EX11 1EX

[insert date]

Dear [insert company name],

On [insert date] I will be [insert event description e.g. 'organising a quiz night'] to raise money for [insert charity name]. I hope to raise a total of [insert fundraising target].

I have chosen to fundraise for [insert charity name] because [talk about why you have chosen to fundraise for this charity. You may have a connection with the charity or have a particular reason why you think the work that they do is important].

To ensure that I reach my fundraising target, I am contacting local businesses to ask if they would kindly donate prizes for the event. I would be grateful for any prize that you are able to offer. If you are able to support my event in this way, please contact me on [insert telephone number and/or email address] so that I can come and collect the prize.

Alternatively, if you would like to directly support [insert charity name] by making a monetary donation, please visit my online fundraising page at [www.give.net/\[insertyourpageaddress\]](http://www.give.net/[insertyourpageaddress]). In your message, please make sure that you include your company name so that others can see that you are supporting [insert charity name] in this way.

Many thanks in advance and I hope to speak to you soon.

Kind regards

[insert your name]

[insert your contact details e.g. email address/telephone number]