Sample Events Letter

Date

Dear Sir/Madam

On [date and time of event] we’re holding a charity [name of event] and we’d like you and your [staff/family/friends] to join us.

The event is being held at the [event venue] and all the proceeds will go to Martha Trust. Martha cares for people with profound physical and multiple learning disabilities across Kent and Sussex. The money we raise will help to transform the lives of the people they care for and give them the very best opportunities.

There are a number of ways you can support our event [outline the options for getting involved: you can come along on the day, spread the word and tell as many people as you can, make a donation, buy a raffle ticket, donate something useful like a raffle prize, or even help out at the event itself].

Whatever you decide you’ll be helping us to help a really great local charity. To find out more [contact number, email, website, Facebook page]

Thanks for your support and we look forward to hearing from you.

Yours faithfully,