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[RECIPIENT NAME]
[RECIPIENT ADDRESS]
[DATE]

[YOUR NAME]
[YOUR ADDRESS]

Dear [RECIPIENT'S NAME],

I am writing to you regarding a proposed [EVENT] fundraiser. (Explain details of event)

My name is [YOUR NAME] and on [DATE], I will be undertaking [CHALLENGE] to raise money for Meningitis Research Foundation. Across the year I will be fundraising [TARGET] for the charity. As part of this fundraising, I would love to organize a bag pack at your earliest convenience. I would be grateful if you could get back to me as soon as possible with the closest proposed date and how many available places there are for bag packing.

If possible, these dates would be ideal:

- Date 1
- Date 2
- Date 3

The money raised at this bag pack would go towards the work of Meningitis Research Foundation, who are fighting to defeat meningitis and septicemia by 2030. Every year, there are around 2.3 million cases of bacterial and viral meningitis around the world. 1 in 10 people who get meningitis will die. The money that your customers donate to this amazing charity will be spent on conducting research into prevention, detection and treatment of the disease, raising awareness of meningitis and its symptoms, and providing support for those who have been affected by the disease.

Please find attached a letter from the charity authorizing me to fundraise on their behalf. If you have any questions about the [CHALLENGE] challenge or Meningitis Research Foundation, please contact me at [YOUR EMAIL ADDRESS] or on [YOUR PHONE NUMBER]. Thank you very much for taking the time to read this; I look forward to hearing from you soon.

Yours sincerely, [YOUR SIGNATURE] [YOUR NAME]