

7th Floor, The Programme Building,
The Pithay, Bristol, BS1 2NB

+44 (0)333 405 6262

info@meningitis.org
meningitis.org



[RECIPIENT'S NAME]
[RECIPIENT'S ADDRESS]
[DATE]

[YOUR NAME]
[YOUR ADDRESS]

Dear [RECIPIENT'S NAME],

My name is [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, I was wondering if [RECIPIENT NAME/COMPANY] would be willing to allow me to leave one or more collection tins in your [SHOP/CAFÉ/PUB] to help me with my fundraising.

Optional: add section about your connection to the company (e.g., if you know someone who works for them etc.)

The money raised through this collection tin would go towards the work of Meningitis Research Foundation, who are fighting to defeat meningitis and septicaemia 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. [OPTIONAL: ADD CONNECTION TO CAUSE] 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 authorising me to fundraise on their behalf.

If you would like to make a donation to my cause, I have an online fundraising page where you can make donations directly: [LINK TO YOUR JUSTGIVING PAGE]

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,

A charity registered in England and Wales No 1091105, in Ireland 20034368 and in Scotland SC037586. A company limited by guarantee. Registered in England No 4367866.

Registered Office: 7th Floor, The Programme Building, The Pithay, Bristol, BS1 2NB.

[YOUR SIGNATURE]
[YOUR NAME]