

Dear [RECIPIENT'S NAME/WHOM IT MAY CONCERN],

I am writing to you regarding an [EVENT] I am holding to raise much needed funds for Meningitis Research Foundation (registered charity no. 1091105).

[Write a little bit about the event and why the charity is close to your heart (if you feel comfortable doing so)]

I hope that you will be able to support me by [ask what you would like to receive, i.e. raffle prize, donation] – it would make a real difference.

The money raised at the [EVENT] would go towards the work of Meningitis Research Foundation, who are fighting to create a world free of meningitis and septicaemia. As of November 2020, there is a global plan to [defeat meningitis by 2030](#), both globally and here in the UK. Your support would ensure MRF can continue to fund research, raise awareness and be there for families who have been affected by meningitis.

Please find attached a letter from the charity authorizing me to fundraise on their behalf.

Thank you kindly for taking the time to read about my fundraising; I look forward to hearing from you soon.

Yours sincerely,

[YOUR NAME]