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

[YOUR NAME]  
[YOUR ADDRESS]

Dear [HEADTEACHER/TEACHERS NAME],

I am a former student of [SCHOOL], where I studied from [YEAR] to [YEAR]. I thoroughly enjoyed my time at the school, and I am now [STUDYING/WORKING/VOLUNTEERING] at [COMPANY/UNIVERSITY].

On [DATE], I will be undertaking [CHALLENGE], to raise money for Meningitis Research Foundation, a charity fighting to defeat meningitis by 2030. Across the coming year I will be fundraising [TARGET] for the charity.

As part of this fundraising, I was wondering if it would be possible to run a non-uniform day to raise money for Meningitis Research Foundation.

Babies and toddlers are the most at-risk group of developing meningitis, followed by teenagers and students. It's important to know the symptoms and when to act, so I would be more than happy to come into the school and deliver an assembly about meningitis and the work of the charity to raise awareness among your current pupils.

The money that is donated to this incredible cause 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 have any questions, please contact me at [YOUR EMAIL ADDRESS] or on [YOUR PHONE NUMBER].

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

Yours sincerely,

[YOUR SIGNATURE]  
[YOUR NAME]