

Dear **RECIPIENT'S NAMES/WHOM IT MAY CONCERN**,

My name is **NAME**, and 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, who you are and why the charity is close to your heart (if you feel comfortable doing so)].

I am wondering if **RECIPIENT NAME/ORGANISATION/SCHOOL** might be able to provide a **DONATION/SERVICE/HOST EVENT** to support Meningitis Research Foundation and my fundraising efforts.

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.

Thank you for your time, I will be looking forward to hearing from you,

Yours sincerely,

[NAME]

[MOBILE NUMBER/]