

[RECIPIENT'S NAME]

[RECIPIENT'S ADDRESS]

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

Dear [RECIPIENT'S NAME],

My name is [YOUR NAME] and I am a student at [UNIVERSITY]. In [MONTH] 2024, 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. After babies and toddlers, students are the second most at risk group of developing meningitis. As a student myself, this is why Meningitis Research Foundation appealed to me as a particularly worthy 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.

Alternatively, 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; I look forward to hearing from you soon.

Yours sincerely,

[YOUR SIGNATURE]

[YOUR NAME]