

## FUNDRAISING LETTER – FUNDRAISING GROUP

Dear [recipient name],

On [Date] I will be taking up the challenge of [describe event you are participating in].

The [Name of your event] will raise vital funds for [name of school, PTA, group, etc]. [Name of your fundraising group] will provide [purpose of fundraiser – add as much detail as possible].

We have a large fundraising goal for [name of your group] in [Event]. The expected cost of the [fundraiser purpose] is [\$ fundraiser goal]. I have set myself a personal fundraising target of [\$ sponsorship target]. I would greatly appreciate your help in reaching this target because [benefit summary or fundraiser benefit statement].

I have started my fundraising off with a personal donation of [\$ your own amount]. Your donation will bring me closer to my goal and help [benefit statement about fundraising event].

### **Optional extras**

As part of our fundraising, we are also holding a [name of additional event] on [Date]. I will be inviting people from the local business community/families from the local area. If you could donate [item for auction, etc.], I will include an acknowledgement of your support on the program.

Thank you for taking the time to read this letter. As one of my sponsors, I will personally let you know how we do. If you would like any more information on [name of school/event], please visit [URL of your website].

Sincerely,

[Signature]

[Your Name]