**Request letter for donation template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

My name is (insert full name) and I am taking part in (insert event name and brief description.) I decided to complete this challenge for the charity (insert name of charity and brief description about the charity) on the basis of (brief description why you’re taking part)

This event will be a challenge for me as I haven’t done anything like this before. I am currently undergoing a strict training routine which includes (insert schedule)

I am therefore asking if you could encourage me further with a donation. You can read about the event on the following website along with a brief history of the charity (insert website address.)

In recognition of your donation I will wear your company’s logo on all equipment before the event and during the event itself increasing awareness and interest for your company. I believe that through this event and your donation we can change lives.

Thank you for taking the time to read this letter and I hope to hear from you in the near future. If you would like to get in touch with me, you can do so using the contact details above.

Yours sincerely,

(Insert full name)