[Insert your address]

[Insert their address]

[Insert Date]

Dear [insert name]

We are hosting [insert type of event, where it will be, when, for whom] to raise funds and awareness for the Bright Horizons Foundation for Children (Registered Charity Number: 1115697).

The Bright Horizons Foundation for Children is a registered charity which supports children experiencing disadvantage in our communities. The Foundation creates Bright Spaces, which are play environments in domestic violence refuges, homeless shelters, police stations and prisons, to provide children with the opportunity to play in safety, recover from trauma and build positive relationships.

Insert here if you are supporting a local project i.e. what is it is, who for and how will it make a difference

I am writing to ask if you would consider supporting us by [insert the support you need here].

Please let me know if you need any further information, and thank you for supporting children who need our help.

Yours sincerely

[Name]

[Job title]

[Insert email address]

[Insert telephone number]