**Example letter: Donations**

Date

ABC Community Bank

Donor Street 6

Leaderville NT

Dear Potential Sponsor,

**Re: Local dance performance**

My name is Joe, and I am a student at the local high school. My friends and I are with the Clontarf Foundation, and want to organise a local dance performance.

We are seeking your support in helping to raise funds for this event which we want to hold in September. We are hoping that about 150 people will be attending. These funds will be used to buy costumes and props, and help with printing of programs. The proceeds collected on the evening will be donated directly to the Leaderville Aged Care Home.

We would appreciate a donation from your business. If you agree to sponsor our dance performance, we could print your company name on the programs. We will also announce and thank each business on the night, and would be happy to send you two complimentary tickets.

Our supervising teacher is Mr Nelson. Please don’t hesitate to contact him for a reference.

Kindest Regards

Joe Smith

**Example letter: Material**

Date

Al’s Hardware Shop

Donor Street 16

Leaderville NT

Dear Potential Sponsor,

**Re: Community garden**

My name is Kevin, and I am a student at the local high school. My friends and I are with the Clontarf Foundation, and are organising a project to build garden beds for use in the community.

We are seeking your support in trying to source material cheap or free of charge and were hoping that your business might be able to help. For this project we are currently still looking for some small hand tools, wood planks, wooden posts, nails, brackets and screws.

We would appreciate a donation from your business. If you are in a position to help, we would announce your company name on the day of opening the garden and print it on any publication.

Our supervising teacher is Mr Nelson. Please don’t hesitate to contact him for a reference.

Kindest Regards

Joe Smith