**Sample Letter 1**

Name  
address

Date

Dear Sir or Madam

**East Brighton Family Fun Day**

I am writing as a member of East Brighton Primary School PTA to ask for your support for the East Brighton Family Fun Day, a great local event which has been running for many years. It is organised in partnership by several local organisations, including the three local tenants’ associations and the four primary schools. These are: (list organisations).

Fun Day 2015 will have activities for every age and every taste, and enough going on for a whole day’s outing. The bouncy castle, pony rides, face painting, clowns and fairground rides always delight the kids, while the line dancing and bands are enjoyed by everyone. In the arena you can watch gymnastic displays and see birds of prey go through their paces, or you could try your luck at one of the stalls and hunt down a bargain at the car boot sale.

The event involves the whole community. Local groups can raise money, and the school dance groups and choirs put on performances in the arena.

The Fun Day would not happen without the energy and enthusiasm of the local people who organise it. Unfortunately, enthusiasm in itself is not enough, and the Fun Day costs a considerable amount to put on.  Around £6,500 has to be raised to cover expenses, which include publicity, insurance, entertainers and bands.

The Fun Day could not continue without the support of the local Council and those businesses and individuals who have contributed generously over the years. I am writing to ask if you would be able to make a donation towards the 2015 Fun Day. Your contribution will be very much appreciated, and acknowledged in our publicity and the Fun Day programme.

If you would like to talk more about the Family Fun Day and how you could help, please feel free to give me a ring on xxx.

Yours sincerely

Name