**Sample Letter 2**

Address to reply to

Date

Dear

**Christmas Party**

I am writing to you as Chair of Merry Fields Residents’ Association to ask if you would be able to make a donation towards our Christmas Party.

We are expecting around 80 people to attend this event, which was hugely popular when we ran it for the first time last year.  We provide a 3-course Christmas dinner, entertainment and a free raffle.  We are involving our local primary school, and hope to have the school choir singing Christmas carols.  A local group will do an acrobatic display and there will be a pianist to serenade the guests.

Many of the people who come to the party are senior citizens who live on their own and have to survive on very low incomes.  Our Christmas Party gives them the chance to join in the festive season, and is an important community event.

A lot of time and effort is put into the Christmas party by members of the Residents Association, who do all the preparation, organisation and cooking.  We work hard to make it a successful community event, but we can only achieve this if we are given crucial support by local businesses like yourself.  The total organisation of the party costs us £XXX.  Any contribution you can make towards these costs, however small, is much appreciated.  We are also looking for gifts for the raffle, decorations for the hall, contributions of food, and all sorts of other things.

Everyone who has supported the party will be credited on the day, and in any publicity.

If you think you can help, either with a cash donation or a gift, please contact me at xxxxxxx, or send a cheque, made payable to xxxxxxxxx to the above address.

Thank you for your support,

Yours sincerely

Name