[Your Full Name]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Postcode]

[Recipient’s Full Name]

[Recipient’s Job Title]

[Address Line 1]

[Address Line 2]

[Address Line 3]

[Postcode]

[Date]

Dear [Name]

I am writing on behalf of [your organisation] who are taking part in this year’s Silver Sunday, a national day to celebrate older people and help tackle isolation and loneliness amongst the elderly.

We are hosting a [your event name] on [event date] for [number] local older residents. We hope it will be a wonderful opportunity to for them to get out and make new friends, as well as bring them closer to the community. To help make it an extra special afternoon, I was wondering if [company name] would be willing to donate [donation gift example] to use in our raffle.

[Company name] will of course be mentioned as one of our sponsors, should you agree to help us in some way.

We are very grateful for any support at all that you can give. If you can help, please call me as soon as possible on [telephone number] or email me [email address].

I look forward to hearing from you.

Yours sincerely

[Signature]

[Your name]

[Your job title]