[insert association name]

[insert association address]

[insert recipient name]

[insert recipient address]

[insert date of letter]

Dear Sir or Madam,

# {insert resident association name] Fun Day

I am writing to ask for your support for our estate Fun Day which we are holding this year to help bring all sections of our community together.

Our Fun Day will cater for all ages and tastes and will involve activities such as face painting, bouncy castle, rides, dancing, music and much more. There will also be stalls and a car boot sale.

We are working with the local school and church to provide the entertainment with a dance show performed by the children.

Our Fun Day would not happen without the energy and enthusiasm of the local people who are organising it. Unfortunately, the Fun day costs a considerable amount to stage. We need to raise approximately £ [insert amount], to cover the cost of the event which includes publicity, equipment hire, and insurance.

The Fun Day could not be held without the support of local businesses and individuals who have contributed to the event. I am writing to ask if you would be able to make a donation towards the Fun Day. We would be very grateful if you could either spare a cash donation or some prizes for our tombola and raffle. 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 Fun Day and how you could help, please feel free to give me a ring on [insert telephone number].

Thank you in advance for your help and support.

Yours sincerely,

[insert name]

[insert association position]