

[RECIPIENT'S NAME]

[RECIPIENT'S ADDRESS]

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

Dear [HEADTEACHER/TEACHERS NAME],

I am a former student of [SCHOOL], where I studied from [YEAR] to [YEAR]. I thoroughly enjoyed my time at the school, and I am now studying at [UNIVERSITY], in my [FIRST/SECOND/THIRD] year and studying [DEGREE].

In [MONTH] 2024, I will be undertaking [CHALLENGE], to raise money for Meningitis Research Foundation, a charity fighting to defeat meningitis by 2030. Across the coming year I will be fundraising [TARGET] for the charity.

As part of this fundraising, I was wondering if it would be possible to run a non-uniform day to raise money for Meningitis Research Foundation.

After babies and toddlers, students are the second most at risk group of developing meningitis. As a current student myself, this is why Meningitis Research Foundation appealed to me as a particularly worthy cause. The money that you donate to this incredible cause will be spent on conducting research into prevention detection and treatment of the disease, raising awareness of meningitis and its symptoms, and providing support for those who have been affected by the disease.

I would be more than happy to come into the school and deliver an assembly about meningitis and the work of the charity to raise awareness among your current pupils.

Please find attached a letter from the charity authorising me to fundraise on their behalf.

If you have any questions, please contact me at [YOUR EMAIL ADDRESS] or on [YOUR PHONE NUMBER].

Thank you very much for taking the time to read about my fundraising efforts; I look forward to hearing from you soon.

Yours sincerely,

[YOUR SIGNATURE]

[YOUR NAME]