

insert SU logo or charity logo here

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(or) Su-rag@leicester.ac.uk

W: <https://www.leicesterunion.com/>

Bag Pack Request

Dear ____

I am writing to you to enquire about the availability of a Bag Pack fundraiser within your store. I am a student at The University of Leicester, and as a member of Leicester Students' Union I am fundraising for ... (here, briefly explain the cause you are fundraising for; what you are going to be doing eg. Doing a skydive to raise money for Mind) I would like to request a Bag Pack date on the nearest available (insert the day you would like, eg. Saturday). It would be much appreciated if you could let me know as soon as possible when you have any dates free, and how many places you have available there for people to come and help with this fundraiser.

(You'll want to write a paragraph on the charity you are fundraising for. Points to include:

- What are the aims and values of the charity
- What work will you be doing with the charity / why are you fundraising?
- Your fundraising target

As part of my fundraising, I would like to organise this fundraiser to engage the local community with this wider issue. Bag Packs are really good ways to fundraise and your store is the perfect place to spread the charity message – in the past they have been successful and we would love to do this at your store.

I am available on these dates:

- List the dates you would want the pack on

I hope you will be able to fit this Bag Pack into your busy schedule, and that we can work together to (repeat charity aim)

Kind Regards,

(Your name)

(Your email)