**The Care Workers Charity**  
The Sanctuary

23 Oakhill Grove

Surbiton

KT6 6DUwww.thecareworkerscharity.org.uk

[Pick the date]

[Type the recipient name]

[Type the recipient address]

Dear Sir/ Madam [Type names if possible],

Re: [Type title regarding content of email]

I am writing to you on behalf of the staff at [Type the home name] and the Care Workers Charity, we were hopeful that your team at [Type the company name] would be able to support our fundraising event.

We are holding a [Type the name of event] on the [Pick the date] at [Type the time]. The event will [Type here details of the event]. We would really appreciate it if you could [Type the action you would like them to complete], to support our event.

The Care Workers Charity supports the nearly 2 million people that work in the care sector in the UK. They support anyone has worked in the care sector who are experiencing financial hardship, supporting those who have spent large periods of their life supporting others.

Should you require any further information please do not hesitate to contact me on [Type your contact details]or if you would like more information on the Care Workers Charity please contact Laura Bealin-Kelly via email (laura@thecareworkerscharity.org.uk).

I look forward to hearing from you.

Many thanks,

[Type the sender/Champions name]

[Type the sender title]

[Type the sender company name]