

A Sample Fundraising Letter You Can Copy

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[J Carter](#) - Date: 2007-02-06

If you've been asked to write a letter to help with fundraising for a group or charity that you're involved with, you may be staring at a blank piece of paper wondering just what to write.

Here's an actual letter that was used to raise a substantial sum towards a refit of church equipment and was sent to local trusts and grant-making bodies.

It's important to keep your letter to just one page, with supporting information of no more than two pages. Include one photo if you wish and if it's relevant.

Don't resort to begging, but write an informative letter which helps the donor to understand what your projects aims and goals are.

Although this is an actual letter, names and information has been changed, for obvious reasons.

Dear Mr Bentley

I am writing to Bentley Charity Trust on behalf of Finedown Baptist Church, as your guidelines indicate that you offer support for churches.

Finedown is a rapidly growing town situated in central Flintshire. It has a thriving business centre, with some of the top financial companies in the country being based locally.

We have a thriving youth group for local young people. We have a 68 members and offer services in both the morning and evening.

The church building is used by a number of different local groups because of its good acoustics, this includes the Watley Moor singers and the Big Down band. We also host activities such as yoga, fitness club and local coffee mornings for the local community.

We refitted our entrance seven years ago. However, the entrance doors are now in need of substantial repair if we are to be able to continue using them and welcoming in the community. The estimated cost of this work is \$9995.

We have already raised the sum of \$7900 through our fundraising efforts but need a further \$2095 to be able to carry out the necessary work.

As a Trust that is interested in supporting and preserving buildings which are of value to the local community, we would be most grateful if you could consider assisting us with this project.

Please feel free to call me on 1234 678910 if you would like any further information.

Yours faithfully,

Jen Carter
Chair of the Fundraising Committee

Do ensure that you print this on headed paper, if you have it.

It's important that it's signed by the person whose name is on the bottom of the letter, this is not the time to be in a hurry and "pp" the letter on someone else's behalf.

If you would like an acknowledgement that your application for funding has been received, add a stamped, self-addressed postcard or envelope.

Only send off letter to trusts that offer funding in your area and your type of project.

Once you've sent off your applications, be patient! Most of these boards only meet every two or three months, so it may be some time until you hear whether or not you've been successful.

If you are offered a grant, always write and say thank you. Write again once the project is up and running to let them know of your progress.

About the Author

Jennifer has successfully submitted fundraising applications for several major projects.

For further fundraising ideas and further [sample letters](#), visit her [fundraising ideas](#) website.

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