

Your school address goes here

St Mary's Primary School  
123 Long Road  
Anytown  
AB1 2CD

Mr B Smith  
Smith's Bouncy Castles Ltd  
18 High Road  
Anytown  
EF3 4GH

The name, job title and full address of the person you are writing to. This shows that you have done your research and that you haven't just sent the same letter to lots of people

Write the date here

11 October 2010

Dear Mr Smith

Use Mr or Mrs unless you know them well. If you can't find out their surname, then use "Dear Sir or Madam"

ST MARY'S PRIMARY SCHOOL NEEDS YOUR HELP!

Write what the letter is about here

You should keep your letter short and on one page, if possible.

Say why you are writing to them

On 1<sup>st</sup> December the pupils at St Mary's Primary School are running a day of fundraising activities to raise money for Cancer Research UK.

We want to run activities that the children will enjoy, and having a bouncy castle would be fantastic because everyone loves them.

Make it personal. You want to make the person feel like you are only writing to them. It is worth putting in an extra paragraph.

Would it please be possible for us to hire one of your bouncy castles at a special rate so that we can raise funds on the day.

Give them a reason to help you. Don't expect them to help you for no return to them!

We would be happy to promote your company by putting your name on the programme and we're sure that lots of pupils and parents would hire your bouncy castles for birthday parties!

If you are able to support this event it would make the School Council very happy.

Yours sincerely

If you have written "Dear Mr x" or Dear Mrs Y" you must always use "Yours sincerely".  
If you have written "Dear Sir" or "Dear Madam" you must always use "Yours faithfully"

Sign it in your best writing!

Melissa Smith and Peter Wright  
St Mary's School Council