

Recipient's name

Recipient's address

Date

Dear *NAME*,

On *DAY-DATE-MONTH* I'll be helping to run a *DETAILS OF YOUR EVENT* with a group of *FRIENDS/FAMILY/COLLEAGUES*. Members of the local *community/ staff/ our group* have been invited to join in this fun *DAY/EVENING* and we hope to sell *NUMBER* tickets. We're raising funds for Porchlight, to support their fantastic work in Kent.

Porchlight supports vulnerable people who are homeless or at risk of homelessness, helping them to rebuild their lives. They manage hostels and houses and the Kent Outreach Service provides help and support to people sleeping rough, to access housing and other specialist services. They also provide support to vulnerable people in their own homes who are at risk of losing them; and a number of community based services target vulnerable individuals as well as the wider community. Porchlight also aims to develop and build the skills of the people who access their services, supporting them towards training, education, volunteering or employment. If you would like to find out more about the work of Porchlight please visit their website www.porchlight.org.uk or you can contact the their Community Fundraiser, Rachel van Hoven on 01227 760078 or rachelvanhoven@porchlight.org.uk.

I would be delighted if you could support this event by providing me with one of your wonderful *NAME OF PRIZE* as *WHAT WILL IT BE FOR?* And of course I would be thrilled if you or any of your staff/colleagues would like to join me on the night.

I shall call later this week to follow this letter. In the meantime if you should require any additional information, do not hesitate to call me on *YOUR CONTACT NUMBER*.

Kind regards,

YOUR NAME
Fundraising in-aid-of Porchlight