Dear Sir

I, Henry Andrews, the English teacher at St. Peter’s International School am writing this letter to you to ask for your support for donation to the child fund of the locality. Sir, I have been an active member in the child fund association of Fredson Street for 2 years and have seen them make changes in the lives of several children with disabilities and other problems. Their efforts have proved useful for these children and making a small donation to their cause of child welfare will be considered extremely kind of you.

Child Fund works for the development and upliftment of underprivileged children of the city and it does so by collecting funds and concentrating them for the children’s education, medical facilities and personality grooming. I request you to consider this request and support me in my endeavour to help this organisation.

Thanking you

Yours faithfully,