Dear Sirs <<or name of charity/community champion>>,

I am writing to you on behalf of the local fundraising group for Guide Dogs, who carry out events to raise much needed funds. Our activities help to provide life changing services for people who are blind or partially sighted, including those in the local community.

Our group of volunteers are currently seeking some opportunities to collect on behalf of the charity, and at the same time raise awareness of Guide Dogs.

I wonder whether it would be possible for our group of volunteers to collect at <<Insert venue>> one weekend in <<Insert Date>>? We usually come along in pairs and, more often than not, bring along one of our working guide dogs, or dogs in training, with them.

We could even supply you with a Life Sized Dog Collection Box or small counter boxes for permanent display, should you be interested in having a store mascot. Do let me know if you would be happy to have one. Unlike normal dogs, they don’t need walking or feeding just a place to sit where there is a good footfall of people walking by.

Guide Dogs deliver life changing services to blind and partially sighted people and your support is much needed. It will certainly make a difference to the lives of the people we help every day.

I hope you will be able to fully consider this request for support and I look forward to hearing from you soon.

Best wishes

<<Include name and contact details>>