**Template for writing to a business requesting sponsorship or plants/flowers**

You can use this letter template when requesting plants, flowers, tools or sponsorship from a local business. The header and footer on this template can also be used when sending a postal letter. When completing an enquiry form or writing an email, the addresses, date and signature should be omitted from the below. It is worth finding out, either on the company’s website or via a phone call beforehand, who the letter should be addressed to. The paragraphs highlighted in grey should be inserted as applicable. The text in red is to be completed based on the individual house/home/Member Society and event. All italicised text should be omitted.

[Your name and address]

[Their title, name and address]

[Date]

Dear [person’s title and name]

I am writing on behalf of [The Abbeyfield Society, or your Member Society name]. We are a charity that provides [services provided by your house, including number of residents]. It is our mission to enhance the quality of life for older people through high quality accommodation in a stimulating environment to maintain a socially active life. We also play an active role within our local community… [provide more details].

For more information please visit: [your website address]

Part of our work has always been to support the wellbeing of our residents and help them engage with the outdoors and the community around their home/supported living house. Post pandemic we are working even harder to help residents access outside spaces and re- engage in meeting people.

To further this aim, we are planning the following event as part of our celebrations for the Queen’s Platinum Jubilee:

**[Event name]**

**[Venue and address**

**[Date and time]**

This event will… [explain the purpose of your event and any VIPs attending].

As part of the event, we are looking to plant [plants and flowers you are looking for and where you will be planting them]. This will be our contribution to The Queen’s Green Canopy, an initiative encouraging planting and environmentalism for the Platinum Jubilee.

*If requesting gifts:*

Would it be possible for [name of supplier] to help support our celebrations project with a donation, or discount on the following items that we would need to achieve our aims?

* [List plants, flowers, tools, etc. required]

*If requesting sponsorship:*

Would it be possible for [name of supplier] to help support our celebrations project by sponsoring our display? This will help us to purchase the plants / flowers / tools (include as applicable) that we need.

Our residents and staff are very excited to commemorate the Queen’s historic Jubilee and any donation or support that you can offer to make this event extra special will be very much appreciated. We would be delighted for you to send a representative to attend as well, and would make sure you are thanked in any relevant publicity.

I look forward to hearing from you and thank you for considering our request.

Yours sincerely,

[Your signature]

[Your name, role and house, home or Member Society name]