

Here is a template email which to use or adapt when approaching your employer about match funding/ matched giving. Any questions, please email ditchlingfpta@gmail.com.

Dear *[insert relevant HR Person]*,

I am helping to organise and run *[insert details of event]* at my children's school, St Margaret's Primary School & Nursery in Ditchling on *[insert date]*. It is a PTA event which *we are hoping will raise £*/ last year raised just under [please check details with FPTA, if necessary]* for the school. This represents about **/ a significant proportion* of the PTA's annual fundraising revenue, which goes towards equipment and opportunities for the children, that the school could not otherwise afford.

I am wondering if I can secure matched funding through *[insert name of your employer]*? Please could you confirm whether this is or any other charitable support is available and if so, send me details of how I can apply. I can, if necessary, provide a letter of verification from the school PTA.

Kind regards,