**Sample Sponsorship letter**

Date

Dear Sir/Madam

We/I have decided to [sponsorship activity] in aid of a wonderful charity, Martha Trust.

Martha cares for people with profound physical and multiple learning disabilities across Kent and Sussex. With your help, the money we/I raise will help to transform the lives of the people they care for and give them the very best opportunities.

We/I will be [sponsorship activity] on [date and time] and will be [give details about what you will be doing and what is involved. For example, if it’s a sponsored walk or cycle then explain your route and how long it’s likely to take].

We/I would be incredibly grateful if you would sponsor us/me for this event and if you could Gift Aid your sponsorship it would be worth even more to Martha Trust. Simply tick the Gift Aid box on the sponsorship form [enclosed/attached/when you receive it] and Martha will reclaim tax on your donation, increasing it by 25% at no extra cost to you.

Your sponsorship would give a huge boost to our/my [sponsorship activity] and will make a real difference to the people who live and work at Martha Trust.

Thank you for your support and we/I look forward to hearing from you.

Yours faithfully