**Attn: Name of Business**

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| Mentone Horse Riders Club Correspondence to:  The Secretary PO Box 6074 KARINGAL VIC 3199 |  |

**Date**

To whom it may concern,

I am a member of Mentone Horse Riders Club and we are seeking donations for our annual fundraiser.

On Sunday 3rd July we will be hosting a dressage day at the Werribee Park National Equestrian Centre and usually attracts over 100 entries from clubs all over Victoria. During the event, we run a raffle and sausage sizzle. The funds raised from this event help to cover the club's yearly running expenses.  
  
Any donations would be most appreciated. In return, we will promote your business by publishing your logo and relevant contact details in our program, as well as display any cards or brochures you wish to give us.  
  
No donation is too small! Thank you for your consideration.

Sincerely,

Member Name  
Mentone Horse Riders Club member