RDA Group Letterhead

Address/ email

Date

Dear xxx

**RDA COVID-19 Emergency Fund Appeal to Name of Individual service user or family member**

I write to you today to request emergency support for \*Group name\*. As you are aware in an effort to protect both participants and volunteers from the Corona Virus \*Group name\* have decided to suspend all activities until further notice. This has been a difficult decision which we have not taken lightly however your health & wellbeing / health & wellbeing of your loved one is of the utmost importance to us, resulting in the decision to close our doors until the situation with the Corona Virus improves.

**No other local charity** delivers the work we do and you have personally experienced why \*Group name\* is so crucial and vital. The fees you pay are essential in sustaining our day to day operations - our loyal horses need feeding, hay, and to see a farrier - possibly even care from the vets, in these unusual and difficult times. With no clear idea of when we will be able to start activities again it is difficult to know if we will have enough money to support our horses until riding resumes.

\*Group name\* currently has \*number of\* horses who support \*number of\* riders. Our running costs for 3 months are £xxxx. We would be grateful if you could consider contributing your fees for one riding lesson to the **RDA COVID-19 Emergency Fund Appeal** enabling us to continue to provide the vital care and support to our horses so we can continue to ensure we make a difference in the future when we open again.

If you do kindly choose to donate to us you can do so by:

**DELETE THOSE NOT APPLICABLE OR ADD ANY MISSING**

* **By Bacs to: Add in your account details**
* **By Cheque: Add in GROUP NAME the cheque is to be written to**
* **On-line: Add in your link to your just giving or other on-line giving page if you have one.**

We appreciate that we may not be the first to ask for your support in these times and would like to thank you for considering our Appeal. We also appreciate that these are equally difficult and trying times for yourself and would like to emphasise that this is voluntary contribution and in no way an obligation. We would not want this to have a financial impact on yourself or your family, so please do bear this in mind if you are considering making a contribution.

We look forward to hearing from you.

Yours faithfully

Name

Chair

Group Name

T: xxxxxx / E: xxxxx