RDA Group Letterhead

Address/ email

Date

Dear xxx

**RDA COVID-19 Emergency Fund Appeal to Name of Trust/foundation**

I write to you today to request emergency support for \*Group name\*. Name of Trust/foundation have been a loyal and valued supporter of the \*Group name. Your support has enabled and ensured that disabled children, young people and adults can benefit from spending time with horses: gaining new skills, staying active, improving their confidence and building relationships with others. **No other local charity** delivers the work we do; our activities all have the same goal - focusing on inclusivity and what each beneficiary ‘***can do’*** to achieve physical and mental wellbeing; with the end goal of enriching lives and changing futures.

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 as we support and work with many people who are more vulnerable to infection so we have made the decision to close our doors until the situation with the Corona Virus improves.

This consequently has a huge impact for us as our activities are supported by additional earned income from lessons. This income is vital 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. If we do not we will have to close our doors permanently.

\*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 Name of Trust/foundation could consider making a contribution to the RDA COVID-19 Emergency Fund Appeal enabling us to remain open so we can continue to ensure we make a difference and change lives.

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. Please do let us know if any further information is required which would help support the Trustees in their decision.

We look forward to hearing from you.

Yours faithfully

Name

Chair

Group Name

T: xxxxxx / E: xxxxx