October 29, 20XX

Mr. William Davies

President

UK Cancer Society

Dear Mr. Davies,

Warm greetings!

I am Elizabeth Jones, a single mother who recently left my job to take care of my child, Peter. Last month, he was diagnosed with leukemia and he has been in the hospital ever since. He needs to have chemotherapy soon but as I have no job, I do not have enough resources to pay for the sessions.

Our family is trying to raise funds to save Peter. According to the doctor, we need at least £10,000 for the treatment.

We have heard that your organization provides help for the sick. In this regard, we are knocking at your door for financial support.. Any amount you can give us will greatly contribute to Peter’s recovery.

Please contact us at 01860-820-541 if you have any queries.

Thank you. May the Lord bless you in your endeavors.

Sincerely,

Ms. Elizabeth Jones