**LETTER TO REQUEST INFORMATION**

1 February 20XX

Andrew Richardson  
Sit and Chat Café  
397 Main Street  
Ryde NSW 2112

Dear Mr Richardson,

Re: Prizes for upcoming trivia night

I am writing to ask whether your café may like to donate a voucher for the local primary school's upcoming trivia night scheduled for 30 March. We hope to raise enough money at the trivia night to purchase new recorders for our school's music program. We will give prizes to the top three teams and include other items in a silent auction.

Any donation would be gratefully received. It may be as small as coffee and cake for two or as generous as a $100 dining voucher that a family could use for lunch. In exchange for your generosity, we would place an advertisement for your business on our answer sheets. If you could provide a poster, we would also happily hang this in our school hall on our trivia night.

Thank you for your time reading this letter and considering our request. If you'd like to donate or need more information, you can call or email me using the contact details above. I look forward to hearing from you soon.

Kind regards,

Carol Williams