

Requesting a Donation

During a recent staff meeting, it was decided that your department would help to raise money to support Carechild, which helps homeless children in Bangkok. The Director has asked you to write a letter asking for donations from large foreign companies based in Thailand.

In your letter you should

- explain why you are writing to the company
- summarise the risks and problems faced by homeless children in Bangkok
- persuade donors to send money by explaining the benefits homeless children would receive

Write a **letter** of at least 250 words.

