Kia Ora ***[Name]***,

My name is ***[Your name]***. I am writing to you today to ask about availability and cost to book your bar/ community centre/ entertainment space for a charity quiz night we would like to host on ***[Date]***. We are fundraising to support the humanitarian work that New Zealand Red Cross does here in Aotearoa New Zealand and overseas.

***[We will also be hosting a raffle throughout the night....]***

***[Use raffle prizes email template below to get prizes for on the night]***

The money we raise will go towards.

* Training and equipping Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency or emergency.
* Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
* Deploying highly skilled International Delegates to work in areas of conflict and emergency around the world.
* Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

I look forward to hearing from you!

***[Sign off]***