**This template is a guide, please feel free to adjust it to suit your purposes.**

Good afternoon ***[Name]***,

**[*Thank you for taking my call earlier]***

My name is ***[Your Name]*** and I am from ***[Name of school, organisation or community group].***

I am writing to confirm if you would kindly allow our collectors to collect donations at ***[Site name]*** during the Red Cross Annual Appeal on ***[Day, date and time]***.

The funds we raise will support Red Cross’ humanitarian work including emergency response here and overseas, supporting former refugees, and delivering Meals on Wheels. We really appreciate your support!

Please contact me if you require further details.

***[Sign Off]***