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

Kia ora ***[Name]***,

My name is ***[Your Name]*** and I am from ***[Name of school, organisation or community group]***. ***[Remove if you are emailing people, you already know]***.

I hope you are well. I am writing to ask if you could spare just 2 hours of your time on ***[Date]*** to collect vital funds for New Zealand Red Cross at ***[Location]***. New Zealand Red Cross’ annual Street Collection commences every year in March and this year ***[Name of school, organisation or community group]*** have decided to collect funds and run our own Street Collection.

The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver their life changing programmes. They deliver over 700,000 Meals on Wheels each year, support former refugee families as they settle into their new home, and train domestic Disaster Welfare and Support Teams and International Delegates to assist in times of need.

If you would like to know more about the work New Zealand Red Cross does, then please click [here](https://www.redcross.org.nz/about-us/what-we-do).

So, if you can spare time, we would love to have you. Please fill in the roster below with the times you will be available. Thank you!

***[Sign Off]***