EMAIL TEMPLATE

Donation of goods request

Hello,

Can you help us? Our team of Zurich employee volunteers are taking part in their annual volunteering event; a nation-wide initiative, delivered through Zurich’s charitable arm, the Zurich Community Trust.

Each year over 2,000 Zurich employee volunteers get involved in completing over 200 community projects as part of our Challenge Programme. The UK teams work with local charitable organisations all over the country to provide a helping hand, support with decorating, gardening, or organising events for their beneficiaries.

This year, our team is supporting <insert charity name> who would like us to help them with <insert challenge details>. This will be delivered completely free for the charity and all of our time is given voluntarily. The Zurich Community Trust provide £500 towards completing the challenge, however, should the challenge cost more than this, we fundraise or obtain donations to help fund the rest.

Are you able to help us support <insert charity name> by providing < insert details >. We’ll be very happy to share how our challenge went once it’s been completed.

We look forward to hearing from you and thank you very much in advance for your support. If you have any questions, please do not hesitate to get touch.

Warm regards,

<insert name and email signature>