

[Insert Name]

[Insert Street]

[Insert Town]

[Insert City]

[Insert County]

[Insert Post Code]

[Insert Tel.....]

[Insert date]

Dear [insert name of place you are applying to],

I write to you in hope you may be able to help my family.

Within my family we have a child with [Insert dwarfism] which means *he/she* has a dwarfism condition.

We have been given the opportunity to attend a 3-day convention from [insert date of convention] to be held in [insert location], specifically to help people with *his/her* condition and their families. The convention is hosted by the charity Little People UK (LPUK).

This weekend is for people with dwarfism and their families to come together and meet with one another. It is full of medical workshops and information that would benefit my *son/daughter* and us greatly. It also helps our *son/daughter* socially, as it is not often that we can go and meet other people like our *son/daughter* and share our feelings and gain information that would help us.

For us as a family to be able to attend this weekend it would cost £[Insert cost]

We are trying to raise this amount and would be very grateful if you could support us in any way with the cost to go.

Should we be successful in gaining some funding from your group, we would gladly report back with photos and a report of how it went.

Should you need any more information, do not hesitate to contact us on the number above.

Yours Sincerely,

[Insert your name]