*Example of letter to charity*

District Treasurer Name

Address

Email and/or telephone number

Charity Name

Charity Address

Postcode

Date

Dear Sir or Madam:

Re: Scotland’s Gardens Scheme, Garden Name

Please find enclosed our cheque for £xx.xx raised by Mr and Mrs XXX when they recently opened their garden at XXX through Scotland’s Gardens Scheme.

As you may know, Scotland’s Gardens Scheme facilitates the raising of money for charity by helping Garden Owners, mostly private, to open their gardens to the public. These Garden Owners may elect a charity of their choice to receive 60% of the money raised, which in this case was yourselves. The net remaining funds raised are contributed to our main beneficiaries: Queen’s Nursing Institute for Scotland, The National Trust for Scotland Garden Fund, Maggie’s Centres and Perennial.

I would be very grateful if you could ***acknowledge receipt of this cheque*** by signing the enclosed Receipt Form, retaining your copy (yellow) and returning the remaining three copies to me at the above address using the enclosed self-addressed envelope. This signed acknowledgement is required by our auditors and the charity regular OSCR.

If you would like to contact the Garden Opener to thank them, please send your letter directly to:

 Garden Opener Name

 Garden Opener Address

Should you require any additional information, please do not hesitate to contact me.

Many thanks.

Yours sincerely,

District Treasurer Name

District Treasurer

Scotland’s Gardens Scheme, <District Name> Branch

Encl.