

WAYS2RAISE EVENT RESOURCE

Raffle Prize Donor Request Kit

Ask local businesses for prizes with confidence

ASK • RECORD • THANK

A teen-friendly companion to the Ways2Raise Raffle Organiser Pack.

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Use this kindly and professionally

Ask a trusted adult to check the request before you send it. Be clear, polite and realistic. A business is never obliged to donate, so thank every person for their time — including when the answer is no.

1 Get ready before you ask

A prepared request feels confident

A local business needs to know who you are, what you are raising money for, when the event is, what kind of prize would help, and how an adult can be contacted.

My name and fundraising goal

Event name and date

Trusted adult name and contact

Prize I am hoping for

Five smart ways to approach a business

1. Start with places you genuinely know or use, such as a café, salon, sports centre, cinema, bookshop or activity provider.
2. Ask in person only when a trusted adult says it is appropriate; otherwise use the letter or email in this kit.
3. Make one clear request. A voucher, service, small hamper or experience is often more useful than an open-ended ask.
4. Give the business a simple deadline and an adult contact.
5. Record every response so no one is contacted repeatedly by mistake.

☐ Adult organiser has checked this request. ☐ I know the event date. ☐ I have a realistic prize idea. ☐ I have a polite thank-you ready.

My first businesses to approach

Business / contact	Prize idea	Date to ask

2 Printable prize-donor request letter

Date:

To:
Business:
Address / email:

Dear,

I am raising money for I am organising a raffle as part of on

I am writing to ask whether you would consider donating a raffle prize. A voucher / item / experience / other: would make a real difference and help us raise more towards the fundraising goal.

If you are able to help, we would be very grateful. We will record any conditions you set and can acknowledge your support at the event only if you are happy for us to do so.

Please could you let us know by? My trusted adult organiser is and can be contacted on

Thank you very much for considering my request.

Kind regards,
.....

Name:

Before you send

Keep a copy of the message, write down the date sent, and never share more personal information than is needed. Use an adult contact rather than your own personal phone number where possible.

My sending record

Business / contact	Date sent	Reply or next action

3 Ready-to-send email and gentle follow-up

Email subject

Prize donation request for [event name] — supporting [fundraising goal]

Email wording

Hello [name / business team],

My name is [name], and I am raising money for [goal]. I am helping to organise a raffle at [event] on [date], working with [trusted adult / organisation].

Would you consider donating a raffle prize, such as a voucher, product or experience? We would be very grateful for anything you feel able to offer. We can share the event details and use an adult contact for all arrangements.

If you can help, please reply by [date] to [adult contact]. Thank you for considering our request.

Kind regards,

[name]

One polite follow-up — after about seven days

Hello [name], I just wanted to follow up on my prize donation request for [event]. I know you will be busy, so please do not worry if you are unable to help. Thank you for taking the time to consider it.

Respect the response

Send one follow-up only. If there is no reply or the answer is no, update your tracker and move on warmly. Do not pressure a business or promise publicity they have not agreed to.

4 Donor promise and collection record

Business / contact	Prize promised	Restrictions expiry	/ Collection date	Thanked?

Has the donor agreed to be named publicly?

Who will collect the prize?

Safe collection place / appointment

Adult checking the handover

Keep prize information clear

Write down exactly what the prize is, any expiry date or exclusions, and how the winner will receive it. If a donor changes their mind, simply update the prize list — never rely on a promise that has not been confirmed.

5 Thank-you note and final contact tracker

Printable thank-you note

Dear
Thank you so much for donating to our fundraiser. Your kindness helped make the raffle at special and supported my fundraising goal of
We really appreciate you taking the time to help.
With thanks,
.....

Final contact tracker

Business	Date asked	Response	Next action	Done?

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A clear, kind request can open the right door.