[Your Address]

[Their Address Line 1]

[Address Line 2]

[Address Line 3] [Today’s Date]

Dear *{Name}*

*{Paragraph 1: Introduction}:*

I am writing to you on behalf of Samos Volunteers, a grassroots NGO supporting people in the refugee and migrant community in Samos, Greece. Samos Volunteers advocates for human rights, human dignity, and a community-based approach to the humanitarian crisis on Samos.

*{Paragraph 2: Samos Situation Update. Make sure all information here is updated and accurate, and contact SV if not. We are aiming here to portray the conditions on Samos in a way which can lead into our work and why we do it.}:*

Recent changes on Samos have seen people moved from the camp behind the main town to a new, isolated ‘Closed Controlled Access Centre’. People living here are subject to an 8pm – 8am curfew, surrounded by a double barbed wire fence, and are under surveillance by CCTV, thermal cameras, and drones. This curtailment of autonomy and dignity places a significant mental burden on people who have already experienced serious trauma.

*{Paragraph 3: SV’s Work. Brief summary of our key programmes. Again, check this is accurate and contact SV if not. Can be adapted to suit the attention of a particular addressee.}*

Samos Volunteers runs two community centres, Alpha Centre and Alpha Land, one in Samos Town and one set up next to the new camp. These work as information hubs, classrooms, and places to relax outside of the camp confines. Alpha Centre hosts a free clothes ‘shop’ where people can come and choose the clothes that they feel most comfortable in. The philosophy behind this shop is to promote dignity and choice, two values completely overlooked in the bureaucratic asylum process. Other services include Language Lessons, CV Workshops, a Laundry Service, a Covid-19 Vaccination Programme, a Women’s Space, and providing support to the Legal Centre and the Samos LGBTQI+ group.

*{Paragraph 4: Relate to them. If possible, try and show why this person/organisation would make a good connection with SV. What have they done before? Can you link anything to their work/passions? If they are lawyers, highlight the legal centre. If they work in retail, highlight distributions. And so on.}:*

I was interested to see from *{your website/ social media/etc}* that *{you recently worked with x charity/ you attended a certain event/ you posted a message of solidarity}*. I believe this closely accords with the values and purpose of Samos Volunteers.

*{Paragraph 5: Details of the Event. Describe here the sort of event or activity you are planning, and how you would like to be supported. Include details about how their support would help, how much you intend to raise, and how this money would help SV}:*

You may be interested to know that I am holding a *{fundraising event}* for Samos Volunteers on ......... at .................. . I would be incredibly grateful if you could support this by *{attending/ donating a raffle or auction prize/ performing with your band/ providing your premises for hosting/ donating food or drink/ donating on my JustGiving page, etc.}* Samos Volunteers relies heavily on private donations. Your support ensures their important work with people in the refugee and migrant community can continue. I am hoping to raise *{*x *amount, which means that* y *(eg rent for a month, 200 notebooks)}.*

Thank you for your time and your consideration, and I do hope that I will hear from you. If you would like any further information about the organisation, I would be happy to provide it; alternatively, please visit their website on  [www.samosvolunteers.org](http://www.samosvolunteers.org/).

Yours sincerely,

*{General note: keep the length of the letter to one page!}*