

[Insert your address line 1]  
[Line 2]  
[Line 3]  
[Post code]  
[Telephone number]  
[Email address]

Manager, Human Resources (or Manager, Community Involvement)

Dear [insert name]

**RE: [insert company name] Matched Funding Program for Charitable Organisations**

I am pleased to advise that team [insert team name], comprising myself, [insert name of team member two], [insert name of team member three] and [insert name of team member four] has raised a total of [insert money raised] in the Trailwalker UK event.

Trailwalker is a team endurance event where teams of four must complete a 100 km course over the South Downs Way in less than 30 hours.

The funds raised will help Oxfam GB and the Gurkha Welfare Trust to overcome poverty and suffering in Nepal and over 70 different countries.

Matched funding payments are tax deductible and should be made payable to Oxfam GB, stating our team name and Team Leader's details, enclosing a copy of this letter and marked for the attention of:

Oxfam Events  
Oxfam GB  
Oxfam House  
John Smith Drive  
Oxford  
OX4 2JY

Please contact the Trailwalker Support Team if a direct payment is preferred so that they can provide bank account details, or should you require additional information.

If you would like some background materials on the event go to [www.oxfam.org.uk/trailwalker](http://www.oxfam.org.uk/trailwalker) or give me a call on (insert your number) or email me at (insert your email address)

With best wishes

Your name