To

[The Recipient Name]  
[Designation]

Dear Ms. Ifra,

I am writing this letter to make a big announcement about the upcoming football tournament. It will be held on [mention date] in City Club Manchester. This tournament serves the purpose of collecting funds for orphan children. You can get entry tickets from our focal person, Mr. Medley. You are welcome to participate in the event. You can get your names registered at least three days before the tournament, so may we heed towards final proceedings. You will be entertained with an amazing variety of meals and activities.

Mr. Arthur, CEO of ABC Organization, is the main lead in initiating this tournament.  The funds collected from this tournament will be used in meeting the necessities of orphan children. I hope you will actively participate in the tournament.

Regards.

[Your Name]  
[Designation]

Signature: signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_