Dear (Name of your head teacher or school council),

I am writing to you to request permission to hold an (ACTIVITY) on (DATE) at school.

I want to raise awareness of eating disorders at school and fundraise to support Beat’s support services which help thousands of people affected every year.

1.25 million people in the UK have an eating disorder and as you may know, eating disorders are serious mental illnesses that can affect anyone, at any age. School students can be vulnerable to developing an eating disorder due to the academic pressures at school, eating with others and social anxieties. Beat’s support services are available for those that have an eating disorder and for their friends and family members too.

It costs £25 for posters and information to be displayed in schools and universities and their Helpline services are completely free to use and open 365 days of the year.

(Add a section about why you would like your school to be involved.)

Thank you for taking the time to read my letter and consider my request.

Yours sincerely,  
(YOUR NAME)