

Dear [payroll contact name],

I am writing to express my interest in donating a portion of my salary to The Brain Charity (Registered charity no. 1114999) through a payroll giving scheme.

Could you please confirm if our organisation currently has such a scheme in place? If so, I would appreciate it if you could provide me with the necessary details to get started.

If we do not currently have a payroll giving scheme, I would like to propose that our organisation consider implementing one.

There are several benefits to establishing a payroll giving scheme, including:

- **Cost-effective:** The scheme is free to run, and employees can easily adjust their donations at any time.
- **Gather Insight:** Payroll giving reports can provide valuable data to understand what causes employees care about.
- **Boost CSR Activity:** Payroll giving can enhance our Corporate Social Responsibility efforts.
- **Engage Your Staff:** Demonstrates the company's commitment to supporting staff, the community, and wider stakeholders.
- **Achieve Recognition:** External recognition for charitable contributions through government-recognized quality marks.

A list of government approved Payroll Giving Agencies can be found here:

<https://www.gov.uk/government/publications/payroll-giving-approved-agencies/list-of-approved-payroll-giving-agencies>

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

[Your Name]

