**SAMPLE LETTERS** - **Please copy and paste as required into your newsletter or email**

1. **Introduction Letter** (or newsletter/email) explaining the reason for the fundraiser and encouraging support

"Dear Family and Friends,

In our efforts to improve services and facilities for yourself and all our members, we have a continuing requirement to raise funds throughout the year. These fundraising efforts are very reliant on the support of the community and our members - so your participation is vital to us! To raise the funds for (purpose of fundraiser), the Fundraising Committee has decided to run a (name of product) fundraising drive which will commence on the (date). All families participating will be issued with (product order form, amount of product or webshop access code) on (time/date), which we would like you to promote to family, friends and neighbours. The (products) are of a high quality and sell for $ (price) - which is great value for money! Please complete your fundraising efforts and return your money collected to (fundraising organiser) by (date). If you are unable to support our (organisation) on this occasion could you please contact me before (date). Otherwise thank you for your continued support of our fundraising efforts!

Kind regards, Your signature

Your name & position

Name of your organisation"

1. **Commencement Letter** explaining what is happening and to be distributed with the fundraising products or order forms.

"Dear Family and Friends,

Our (name of product) fundraiser has now commenced and you would have received your (number of order forms, products or webshop access code). (When storing products - keep in a cool dry place away from insects and do not leave in a car, direct sunlight or by a heater!) Complete your fundraising and return your money to (fundraising organiser) by (date). Included is a collection envelope for you to safely return the money in. Please write your details on the envelope prior to returning it. If at any stage you have any questions or are having trouble selling your fundraising products, please contact me on (phone number). Remember to inform customers that the fundraising profits from this drive go directly towards the (purpose of fundraiser) - while always being polite and courteous. Once again, thank you for your continued support!

Kind regards, Your signature

Your name & position

Name of your organisation"

1. **Reminder Letter** if required (or newsletter article)

"Dear Family and Friends,

Our (name of product) fundraiser is well underway and nearing a close on (closing date). Thank you to the many families who have already returned their money (and order forms or purchased online at our webshop)! For those that have not - could you please complete your fundraising and return your money (and order forms) to (fundraising organiser) by (date). These funds will enable our group to provide (reason for fundraiser) Thank you once again for bringing us closer to this goal.

Kind regards, Your signature

Your name & position

Name of your organisation"

**Thank You Letter** if required (or newsletter/email)

"Dear Family and Friends,

Thank you for the tremendous efforts of yourself and other members of (your organisation) with the recent (name of product) fundraising drive! We have been able to raise $(fundraising profit) to go towards the provision of (purpose of fundraiser) - which is a fantastic result! Thank you to everyone involved in this fundraiser and to all those in the community who continue to support our (organisation). The future looks very bright indeed!

Kind regards, Your signature

Your name & position

Name of your organisation"