Date:

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Dear [EMPLOYEE/MEMBER/PARENT/STUDENT],

From the entire team at [NAME OF YOUR ORGANISATION] we wish to thank you for all your hard work in making our Showbags Fundraiser a huge success!

Because of your community spirit, hard work, and dedication we have raised [$$$] to put towards [PROJECT].

Together, we managed to sell [NO.] of showbags. It’s a tremendous effort and you should all be very proud of yourselves.

CONGRATULATIONS on being part of this fundraiser and thank you again for all your hard effort. It has been very rewarding to see such enthusiasm and support from you all.

[YOUR NAME]

[YOUR SIGNATURE]

[NAME OF ORGANISATION]