Date:

**Your**

**Logo**

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Dear [PARENT/COMMUNITY GROUP/STAFF MEMBER],

Huge news! We are about to kick off a fundraising drive to raise money for [PROJECT/CAUSE NAME].

This is your opportunity to roll up your sleeves and work with our community to make this drive a success.

We need your help, but don’t worry, it’s going to be easy because this year we are selling **Showbags**.

**YES! SHOWBAGS!**

Every Showbag we sell will raise between [$$$ to $$$]. So, we’re asking all [PARENT/ COMMUNITY EMPLOYEES/MEMBERS] to get on board. Feel free to choose the amount of showbags you believe you can sell. Don’t worry, you can always come back for more, we have a selection of Showbags that would suit every member of the family.

[PLEASE INSERT INFORMATION ABOUT DELIVERY, COLLECTION POINTS, CONTACT NAMES etc]

**Tips for selling your treats**

* Sell to family members, colleagues, friends or neighbours
* We don’t recommend that children sell the products – if they are involved, please ensure an adult is with them at all times

**Other useful information**

Please return your money collected to [NAME OF COLLECTOR] in the envelope provided no later than [CLOSING DATE – we suggest 2-3 weeks from the start of your drive].

If you’re finding it hard to sell your showbags, let me know – other people may be able to help.

Or, if you can’t help out in this fundraising drive, please let me know by [DATE].

We’re confident that this Showbags fundraising drive will help us reach our goal of raising [AMOUNT] for [CAUSE].

Thanks for your support.

[YOUR NAME]

[YOUR SIGNATURE]

[NAME OF ORGANISATION]