

# Premium Coffee & Gourmet Beverage Fundraiser

Sample Letter (Template)  
*Insert your Organization Logo Here!*

Date:

Dear Parents,

As you know, each year we are in need of additional funds to provide the best possible experience for your children. This year we are raising money for:

\_\_\_\_\_

We have found a fundraiser that will provide us with the money we will need for the rest of the year (season). *[To pay for the rest of the field trip, books, season, tournaments etc.]* In order for this to happen we need everyone's support and help.

Starting on **(day) (date)** at **(time)** at **(location)** we will hold a kick-off meeting. During the rally **(meeting)** we will go over all the details concerning this fundraiser. We **need you** and **your child** to be present so you will understand how the fundraiser works, and pick up any materials needed.

**Our Group Goal is**        \$ \_\_\_\_\_

Number of Members in our group \_\_\_\_\_

Total Number of Bags of Coffee that needs to be sold \_\_\_\_\_ **Bags**

**Total of Number of Bags of Coffee that needs to be sold by each Participate** \_\_\_\_\_ **Bags**

**Our Campaign will last for 3 Weeks starting:** \_\_\_\_\_

**Please have all checks made payable to:** \_\_\_\_\_

**Turn in all Orders and Money to** \_\_\_\_\_

**Date** \_\_\_\_\_

Thanks again for your continued support. If you have any questions or would like to volunteer to help please feel free to call me.

Sincerely,

**Fundraiser Coordinator Name and Information here!**

Contact (phone number)