

SAMPLE LETTER TO SEND HOME WITH ORDER FORM

WE CAN CUSTOMIZE THIS LETTER TO SUIT YOUR ORGANIZATION

Dear Member/Parent/Guardian,

We are excited to inform you that we have been presented with a unique fund raising opportunity to help support our organization.

The Colavita Fund-Raiser program simply offers two convenient “staple food” box combinations – containing high quality extra virgin olive oil, Balsamic vinegar, pasta, and pasta sauce – at below retail store prices. **Most importantly, our organization will earn \$10 or more on the sale of each box!**

Colavita has long been a recognized name in the culinary world and they stand for wholesome, all-natural products enjoyed by health-conscious families nationwide. With these simple food pack assortments, your family, friends, and co-workers will benefit from a hassle-free way to stock their kitchens with quality products at reduced pricing – while helping our organization raise funds.

This is an important fund-raiser for us and we need your help for it to be successful! We urge you to please help raise money to benefit our organization by bringing this order form into your workplace or next family gathering. The food boxes will be delivered promptly to our location for convenient pick-up.

If you have questions or concerns, please feel free to contact me at (000) 000-0000.

Thank you for your support.

Sincerely,

YOUR NAME
TITLE