

SAMPLE LETTER TO SEND HOME WITH STUDENTS

WE CAN HELP YOU CUSTOMIZE THIS LETTER TO SUIT YOUR SCHOOL

Date

Dear Parent/Guardian,

The new school year has begun and before we know it, the winter and spring holidays will be here. The PTA of your child's school would like to take advantage of year-round gift-giving occasions to raise funds for our school.

We are excited to inform you that we have been presented with an opportunity to sell Colavita Gourmet Gifts at near wholesale prices. **At the same time, for each sale our school will collect 30% of the selling price - which can amount to as much as \$25.00 per item!**

Colavita has long been a recognized name in the culinary world and offers a wide variety of fine products imported from Italy. The bountiful baskets available in their catalog contain quality products that make a terrific addition to any food-lover's kitchen. Enclosed is a catalog and order form for you to look over.

We urge you to please help raise money to benefit our school by bringing this brochure into your workplace or next family gathering. Co-workers, family, and friends will appreciate the opportunity to do their shopping without stepping foot outside of their homes. The gifts are promptly delivered right to our school for convenient pick-up.

This is an important fund-raiser for us and we need your help for it to be successful! If you have questions or concerns, please feel free to contact me at (000) 000-0000.

Thank you for your support.

Sincerely,

Ms. White
School Advisor