



## SAMPLE LETTER TO PARENTS & GUARDIANS

(Date)

Dear Parents & Guardians:

It's that time of year again! (School Name) is pleased to offer something new, exciting, and easy to sell: Fair Trade & Rainforest Alliance Certified Coffee, Coffee Flower Honey, Chocolate Covered Espresso Beans & Live Arabica Coffee plants direct from Costa Rica. We are also pleased to announce that we will be limiting our fundraisers to just 4 throughout the 08/09 school year.

The company we are working with is CAFECOSA. They are based in San Marcos de Tarrazu, Costa Rica, a coffee farming community that relies heavily on coffee related jobs. When the three month harvest is over, jobs are scarce and the economy slows. All sales help to create jobs and stimulate the local community as well as help (School Name) reach our annual fundraising goals.

We encourage your participation to help us raise money for (Specific Goal: technology, new books, playground equipment, team uniforms, etc.) (Quick description of why you chose this goal and how it will help the school.)

Attached to this letter are your sales brochure and sample correspondence document (attach Sample Correspondence for Participants document) so that you may begin contacting friends, family and neighbors and taking orders right away.

Thank you for your participation!!

(Fundraiser Organizer Name(s))

### IMPORTANT REMINDERS

**Orders are due: (Date)**

Please have your supporters make checks payable to: (Your Organization)

Need more brochures? Have questions? Feel free to contact (Name and Contact Information) with any questions or to volunteer!

