



SAMPLE REMINDER LETTER

DEADLINE APPROACHING – COSTA RICAN COFFEE FUNDRAISER!

Don't forget! Deadline to submit order forms and money received is: **(date)**

We expect orders to be distributed the week of **(approximately two weeks after order submission date – refer to your custom planning calendar.)**

Please be sure supporters make their checks payable to **(Organization Name.)**

*If you have any questions please contact **(Contact Person & phone/email)***

Thanks for your participation!
This has been a great experience for
everyone involved!

