Date:

Dear [EMPLOYEE/MEMBER],

We’re about to kick off a fundraising drive to raise money for [PROJECT/CAUSE NAME].

It would be great if you could roll up your sleeves and help. The good news is that this fundraiser is super simple… and delicious.

**Cadbury Fundraiser: we’re selling [INSERT PRODUCT NAME]**

Every box of [PRODUCT NAME] we sell will raise [$$]. So we’re asking all [EMPLOYEES/MEMBERS] to sell at least one box for us. Feel free to grab another box if you’ve got lots of hungry buyers lined up!

Please collect your box of [PRODUCT NAME] on:

Date: [DATE] At: [LOCATION]

**Tips for selling your treats**

* Each item sells for [PRICE]
* Sell to family members, colleagues, friends or neighbours
* We don’t recommend that children sell the products – if they are involved, please ensure an adult is with them at all times

**Other useful information**

Please return your money collected to [NAME OF COLLECTOR] in the envelope provided no later than [CLOSING DATE – we suggest 2-3 weeks from the start of your drive].

If you’re finding it hard to sell your box of treats, let me know – other people may be able to help.

Or, if you can’t help out in this fundraising drive, please let me know by [DATE].

We’re confident that this fundraising drive will help us reach our goal of raising [AMOUNT] for [CAUSE].

Thanks for your support.

[YOUR NAME]

[YOUR SIGNATURE]

[NAME OF ORGANISATION]