Date:

Dear [EMPLOYEE MEMBER /PARENT],

Dear [MEMBER/VOLUNTEER/PARENT],

**There’s ONE week left to sell your Cadbury treats.**

Our Cadbury Fundraiser officially ends on **[CLOSING DATE]**, so please ensure that you return your money and any unsold products by this time.

We’re hoping that you all come back with empty boxes and full envelopes!

**Watch this space**

Once we’ve collected all the money raised, we’ll let you know the outcome.

Then, we can start planning for [INSERT PROJECT NAME] at [INSERT ORG. NAME]. Exciting times ahead!

Thanks again for your support.

[YOUR NAME]

[YOUR SIGNATURE]

[NAME OF ORGANISATION]