**Parent Letter Template**

The catalogs have arrived!

On your mark... Get set… Go!

We are kicking off our annual fall fundraiser! This year we are partnering with Equal Exchange, a worker-owned cooperative that offers fairly traded products produced by small-scale farmers around the world.

We are offering delicious and organic chocolate, coffee, cocoa, tea, gift boxes and more! The items are reasonably priced and our group makes 40% of the profit on every product we sell.

Our group’s fundraising goal is **$X,XXX.**

Together we can raise the funds to support:

· \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

· \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

· \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catalog order forms are due on **[Enter Date].**

And you can expect to see your products during the week of **[Enter Week].**

Please make sure you collect the payment at the time of the order. Customers may pay by cash or by check. If they decide to pay by check, they can make it out to **[Name of your School/Organization].**

Thank you for your support and please feel free to contact me with any questions or concerns!

**Organizer’s name & email**