

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Fundraising – Event Notice

Dear :

On {date } , {Name } will be hosting a bake sale to raise money for {purpose}. Everyone's help is needed to make this bake sale a success. We are asking that every family bring the baked item of their choice. We will also need volunteers to assist in the sale. Please contact us at your earliest convenience to notify us of the baked good you will bring and if you will be able to help at the sale.

Thanking you in advance,

N A M E