[Date]

Dear parents,

[Group name] has partnered with a MN based craft coffee roaster, Driven Coffee, for our fundraiser to [insert fundraising purpose and goal] .

Our fundraiser will be running from [start date] to [end date] .

[Omit if not running an in-person fundraiser] Your student has an order form to collect orders and payment. If writing checks, please make sure they are addressed to our group, **not** Driven Coffee. Please be sure to turn in all payment by [end date] so we can submit our order. We will receive 40% profit from these orders, and items will be shipped to us for students to deliver.

[Omit if not running a virtual fundraiser] For non-local supporters, we are running a virtual fundraiser, with all orders being shipped directly to the purchaser. To order, visit our group specific link [group link URL] ! We will receive 40% of these sales.

Remember, our goal is [insert goal] and the fundraiser will end on [insert end date] . I strongly recommend spreading the word to friends and family to help!

If you have any questions, please feel free to reach out to [group leader name and contact information].

With gratitude,

[Group Leader Name]

[Signature]