

*Here's a suggested letter to send to everyone at the conclusion of your sale. Just fill in the gray areas to personalize for your group. If available, include a picture of your school, team, or logo.*

(YOUR GROUP NAME)

September 24, 2011

Dear parents and friends,

(YOUR GROUP NAME) thanks all of you for supporting our (fall/spring) fundraiser. As the result of our efforts, and thanks to your support and participation, we were able to raise \$1235.00. This money will be used to purchase new books for the library. We'd like to take this opportunity to give special thanks to our Chairperson Sue Smith and dedicated volunteers Diane Knox, Barb Miller, and Bob Jones. We truly appreciate their time and efforts to make this fundraising drive a success.

Thanks again to everyone for their generous support. We could not have done it without you!

Sincerely,

Tammy Roberts  
Hometown Middle School PTA