

This is an example of a cover letter. Please customize yours to reflect your fundraising goals and events.



November 1, 2020

Dear Parents,

Graduation means starting a new chapter in life.

Our **CLASS OF 2021** students are ready and eager to start their new chapter, and therefore, we as parents are hard at work to plan a fantastic Dinner Dance & Safe After-Grad ceremony for them.

The parent grad committee has come up with several ways to fundraise for the cost of such events. We will be starting our 1st fundraiser this week.

Our Fundraising Coffee & Tea Program will supply you, your family and friends with Small Batch Organic Micro-Roasted Specialty Coffees, and Handcrafted Artisan Teas.

Please See the attached brochures for the selection of teas and coffees available for your purchase.

- 5 selections of Whole Bean 400 gr bags of Pedro's Organic Coffee
- 22 selections of 15 count Meraki Artisan Teas

Please support our grade 12 graduates with purchasing coffee & tea for you, your family and friends, workplace, etc. The coffee bags and tea boxes will make a great stocking stuffer for Christmas, or hostess gifts for your holiday functions.

Your support is greatly appreciated.

Class of 2021 Parent Grad Committee Chair