**SAMPLE COVER LETTER TO ATTACH TO YOUR ORDER FORMS**

This letter is intended as a template, you can adjust it however you wish. Please call Kytons on 8177 0156 if you would like help making this letter work for your group.

Dear <members, students, families, etc>

We are running a Kytons Bakery fundraising drive to raise money for <purpose of drive> and attached you will find your order form with the products available.

Kytons Bakery have been helping groups to fundraise in Adelaide for over 30 years, and are best known for their delicious, fluffy lamingtons which have won numerous local and national awards. Kytons also makes a range of other delicious goodies, including cookies, fruit crumble pies and even Belgian waffles.

**Kytons use the best ingredients, traditional recipes and great care to bake products that delight.**

**Their products are all about the special moments in life - special moments remembered forever.**

Kytons Bakery is a family owned business and their products are well known in South Australia, so we encourage you to pass your order form around to friends, family and work colleagues. You will probably find that they are enthusiastic to purchase from you, and the more products we sell, the more money we will raise for <name of group>.

<If every family sold just 3 packets of lamingtons, we would raise over $600! *(change this comment to suit your group’s size – contact us if you need a hand with the maths)*>

Please return your order forms with the relevant money to <location or person> by <date>.

Orders will be available for collection on <date> from <location, time etc>.

Thank you in anticipation of your support for our Kytons Drive.

Sincerely,

<Name>

If you would like to know more about Kytons Bakery’s products, including nutritional information, ingredients lists, or serving suggestions, visit www.kytonsbakery.com.au