

# Letter to parents and carers

Fill in the gaps, then print, email or paste into the school app

Dear parents and carers,

Our Christmas Fair is on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_. Every penny raised goes to \_\_\_\_\_, and we'd love your help to make it brilliant.

Could you donate? We're collecting: tombola items (bottles for the adults' tombola, jars filled with sweets or small treats, toiletries, chocolates), good-quality toys and books, raffle prizes, and bakes for the cake stall on the day. Please bring donations to \_\_\_\_\_ by \_\_\_\_\_.

Could you help? Even 45 minutes makes a difference. Please fill in the slip below and return it to the school office or your class rep by \_\_\_\_\_.

Thank you so much for your support. We hope to see you all there.

With best wishes, \_\_\_\_\_ (on behalf of the \_\_\_\_\_)

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cut here and return

## Christmas Fair: I can help

Name: \_\_\_\_\_

Child's name and class: \_\_\_\_\_

Phone or email: \_\_\_\_\_

- ☐ I can help set up
- ☐ I can run or help on a stall for a slot
- ☐ I can help pack down and tidy
- ☐ I can bake for the cake stall
- ☐ I can donate a raffle prize
- ☐ I know a local business that might donate a prize

Best times for me: \_\_\_\_\_

# Prize request letter for local businesses

Print on your school or group letterhead if you have one

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

I'm writing on behalf of \_\_\_\_\_ (the parent and teacher association / committee of \_\_\_\_\_), a voluntary group that raises money for \_\_\_\_\_.

On \_\_\_\_\_ we're holding our Christmas Fair, which usually brings in around \_\_\_\_\_ families from the local area. We're putting together a raffle and would be very grateful if you could donate a prize: a voucher, a product, a service or anything you feel able to give.

In return we'd be happy to thank you by name on our prize list at the fair, in our newsletter to families and on our social media pages (if you'd like us to).

If you can help, please reply to \_\_\_\_\_ or call \_\_\_\_\_ by \_\_\_\_\_. We can collect, or you can drop it in to \_\_\_\_\_.

Thank you for supporting our school and community.

Yours sincerely,

\_\_\_\_\_

Name and role: \_\_\_\_\_

## Tips that get more yeses

- Hand it in at a quiet time of day and ask for the manager's name, rather than dropping it on the counter.
- Ask early (6 weeks before). Many shops have a set number of donations a year and run out by December.
- Keep a list of who said yes and write their thank-you the week after the fair (page 20).