

Copy the text below to use as an email template to send to your supporters. Remember to replace all text in brackets with your own personal information.

[Organization Name]

[Your Name, Your Title]

[Today's Date]

Dear [Business/Organization Name],

[Organization Name] is gearing up to run a Printer Cartridge Fundraiser! This fundraiser is FREE and simple because there's nothing to sell and no deadline; best of all, 100% of the proceeds are sent directly to our organization. The program runs year-round, accumulating much needed funds for our efforts. An added bonus is that the fundraiser is green; by keeping unwanted surplus cartridges out of landfills, our fundraiser can play an important role in the reduce reuse recycle concept.

How can you help? In 2 easy steps!

COLLECT overstock, unwanted, excess, or surplus unused ink and toner cartridges from family, friends, and businesses. Instead of throwing away unwanted, overstock, or expired printer cartridges and laser toner cartridges, please ask your contacts to give you a call, so you can collect the cartridges!

DELIVER the collected cartridges to our designated collection site, [address of collection area] .

Your help is vital to our fundraising success. The program can run year-round, year after year, generating ongoing funds for our organization, with minimal effort beyond your enthusiasm and support!

If you have any questions about this great opportunity, please feel free to call me at [telephone number] or e-mail me at [e-mail address]. Your contribution will make a difference in many, many lives. It will only take a minute and it will help forever!

Thank you for your support!

Sincerely,

[your name, title, organization, contact information]