Dear [Parent/Families/Member]  
  
Every year we run fundraising activities so that we can raise money to pay for essential resources for our organisation/school.  
  
This year we are running a Closet Cleanout clothing recycling drive. Through this drive you are invited to bring in any unwanted clothes, shoes, handbags, linen and soft toys for re-use by people in need. It's a great way to get rid of outgrown or no longer wanted items. The more people involved and the more you bring in, the more we can do for our children/community.   
  
Please help us by filling the collection bag we’ll provide and returning it to location by 9am on due date. Please note you are not limited to the one bag, you are welcome to bring in as many extra bags of items as you like.  
  
The money raised from this fundraiser will be used to buy [insert what you are fundraising for]. We are hoping to raise $[amount] and really need your support to reach this target.  
  
If you have any questions or need assistance, please contact: [Contact name, email/phone].  
  
Thank you for your involvement in this fundraiser. Every little bit makes a big difference and strengthens our community.  
  
Kind regards   
  
[insert name/position/organisation]