**Sample Letter to Council Members only**

<Date>

Name

Address

City, State, Zip

Brother <First Name>,

It is again time for the Annual Knights of Columbus Arizona State Charity Raffle. All prizes are cash again this year. They are 1st prize - $10,000, 2nd prize - $7,000, 3rd prize - $5,000, 4th Prize – $3,000, 5th prize - $2,000, 6th prize - $1,000, 7th prize - $500, 8th prize - $500, 9th prize - $500, and 10th prize - $500**. The total is $30,000!**

Our Council goal for 2019 is \_\_\_\_\_\_\_. Our charity is <Name charities> will receive half the proceeds from the sale of the raffle tickets. Last year our council gave <name charity> a check for <amount of check>.

Enclosed are three books of five [5] tickets each for you to ***sell or purchase***. The tickets are $5 each or $20 for each book—or a total of $60.00. Each book sold is $20 toward our goal and $10 for <name charity>. You can return all ticket stubs and money through the church office, collection basket, or directly after Mass to the Knight’s table. Make checks payable to the Knights of Columbus Council <number>. Please return the ticket stubs, money or check in an envelope with your name on it to identify you as the seller. **Please do not separate the tickets stubs and do not mail cash.**

The deadline for returning tickets and money is [pick a date early in May].

This is your opportunity to support a council project and help raise money for <charity>**. If you do not believe in selling or buying Charity Raffle tickets to support charity, then please make a donation in any amount**. Additional tickets are available.

Thank you for your help with this very important charity project.

**<Your name>**

2019 Council Charity Raffle Chairman
Phone:

E-mail:

Enclosed three books of State Charity Raffle tickets

***Note: send the letter using mail merge and window envelops for this project. If you do not know how to use mail merge, recruit a member who does and have him do the letters for you. Use electronic signature or fancy type for the name and provide contact information in the footer of the letter. Consider copying sales hints / tips onto the back of your council letter from the 22 page manual posted on the website.***