SCHOOL   
LOGO

School Name

P&C Association

Coles

(Date)

Dear Sir/Madam

COLES - Sports for Schools (year)

I am writing on behalf of the (school name) Parents and Citizens Association.

Our P&C is excited to be involved in the Sports for Schools program which Coles is currently running for (year).

In relation to this promotion I wish to advise that (person name) and (person name) the Co-Chair of the (school name) Parents and Citizens Association Fundraising Sub-Committee, are authorised to be the representatives for all contact with Coles for the promotion.

Accordingly, would you also please provide (person name) and (person name) access to empty and collect the boxes for the program located at Coles.

Kind regards

(Name)

President of the (School Name) P&C   
(Contact email)