Hello ***[Name]***,

We are hosting a bake sale at ***[location]*** on ***[date]*** to fundraise for the work of New Zealand Red Cross – like emergency preparedness and response, Meals on Wheels, refugee settlement support and international relief. The most important part of a bake sale is the baking, and we need a few lovely volunteers to supply baked goods to sell.

If you would like to bake something, then reply to this email and include an ingredient list and any dietary information (e.g., gluten free, vegan, etc.)\*

The baking will need to be dropped off at ***[location]*** on ***[Date]***.

If you cannot drop off at the drop off point of ***[Address]*** then please let us know as it may be able to be picked up.

Thank you very much for your contribution to our fundraiser and we look forward to seeing what you bake!

***[Sign off]***

*\* Gluten is a protein found in certain grains, such as wheat, barley, rye, and triticale. Someone who is gluten free would avoid foods containing these.*

*\* A vegan is someone who does not eat any food derived from animals and who typically does not use or consume other animal products.*