



Date:

Location Name:

Address:

City, Postal Code:

Dear

Girl Guides of Canada is a non-profit organization and cookie sales are one of our major sources of funding. Proceeds from the sale of our cookies help us provide diverse and exciting programs and activities that offer girls the chance to discover new interests, learn valuable leadership skills and make lasting friendships.

As we prepare for our _____, I am writing to ask for your assistance, as we are currently looking for a new cookie delivery location in _____.

A cookie delivery location is a clean, cool environment that has the space available to accept and house (for a short period of time) the delivery of up to _____ cookie cases. The proposed delivery date of cookies in _____ is _____.

Requirements for Cookie Delivery and Distribution

- We will arrange to have a designated Cookie Receiver on site to accept the delivery of cookies as well as oversee the distribution of cookies to all units picking up from your location.
- The designated Cookie Receiver would accept the delivery of cookies between the hours of 9:00am – 5:00pm on the confirmed date of delivery (the delivery window is confirmed to the Cookie Receiver 1 to 2 days before delivery)
- Distribution of cookies to units from your location would take place during the times agreed upon between you and the designated Cookie Receiver (for example, all units are required to pick up cookies the same day as delivery)

Cookie delivery locations are such a vital part of our cookie campaigns. With your help, we can ensure that our delicious cookies get into the hands of the girls who are very excited to sell cookies this _____ in _____.

Please feel free to call me directly if you require anything further at (416) 926-2351 x 2440, or the designated Cookie Receiver, _____ at _____.

Thank you in advance for your consideration and support.

Sincerely,

Georgina Sigal | Cookie Coordinator

Girl Guides of Canada, Ontario Council

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Charitable Organization Registration Number 11893 8554 RR 0015