*Example of initial letter to GO*

District Treasurer Name

Address

Email and/or telephone number

GO Name

Address

Postcode

Date

Dear <salutation>

Re: Scotland’s Gardens Scheme, Garden Name

Please find enclosed a Garden Owners Donation Form.

I shall be very grateful if you will complete the Garden Owners Donation Form, including the appropriate details on the reverse of the form. Please sign the form as this an audit requirement.

There are two ways you can pass the money to me:

* By cheque, using the enclosed stamped envelope and made out to **Scotland’s Gardens Scheme,** together with the signed donation form or
* By BACS (details of BACS payments are shown on the donation form) and return the signed donation form to me by email.

Please do not forward any money directly to your nominated charity (s). I will do this on your behalf once I have received your donation. It is necessary for us to follow this procedure for both our auditors and the charity regulator.

To ensure monies reach the appropriate charities quickly we would appreciate receiving your donation within 10-days after your garden opening/closure date.

Should you require any additional information, please do not hesitate to contact me.

I hope you have (had) a successful day (season) and look forward to hearing from you.

Yours sincerely,

District Treasurer Name

District Treasurer

Scotland’s Gardens Scheme, <District Name> Branch

Encl.