CSA Member Communication Template

A template for writing to CSA members. Use it to give a clear welcome, weekly updates, and season wrap-up messages in a friendly and consistent voice.

Farm / unit: _____ Date: _____ By: _____

Welcome and farm introduction

What is in this week in your share

Pickup time and place

Storage and use tips

Farm news and updates

Recipe or idea of the week

Contact information and notes

Season-end thank you and renewal note

TIP Keep messages short and the same format each week so members know where to look.