



Hello parents,

There are four special events we will have the opportunity to show our appreciation to (Your teacher's name). The events are: (Your teacher's name) birthday (date of teacher's birthday), the winter holiday (December), Teacher Appreciation Week (February 1-5), and the end of the school year (June). For each event, we will provide (Your teacher's name) with a gift that will be from the entire class. It will be our way of saying "Thank You" for all her hard work. To make this possible, I am asking for a suggested donation of \$20 from each child. The suggested donation is only a recommended amount therefore, you are more than welcome to donate an amount you feel is appropriate for the four events. I will be in charge of collecting the money and distributing the total I receive into the events listed above.

I am sending an envelope home with your child marked with an Attention: (Your Name). Please place your donation in the envelope along with your child's name on it and return no later than Wednesday, September 9th. I am open to any ideas or suggestions for potential gifts, so please feel free to let me know.

Thank you in advance for all your help and support.

Sincerely,
Your Name
cell phone xxx-xxx-xxxx
home number xxx-xxx-xxxx