

SAMPLE LETTER TO PARENTS FOR RECOGNIZING TEACHER SPECIAL OCCASIONS

This is a sample letter for requesting monetary contributions for a group gift from fellow classmates. It is best to send it via email and give a paper copy to each child to take home, since some parents do not have email.

Please use this letter as a reference and personalize it as you wish. Remember to send it out in plenty of time to collect money from those interested.

Thank you all for your dedication to BHE and our teachers!

Sample Letter:

Dear parents of Ms./Mr. _____ class,

The Holidays (or Teacher's birthday) are right around the corner, and we would like to present Ms./Mr. _____ with a group gift from the kids in the class. The gift is going to be _____.

If you would like to participate in the group gift, please send a gift card or cash, in the amount of your choice, to _____, who is your Fall Room Parent. Please send your gift card or cash in a sealed envelope with your child's name and my name on it by _____ date if you would like to participate. If you already have plans of your own for the teacher, that is fine also.

If you have any questions, please feel free to contact either one of us.

Thank you,
(Names and phone numbers)
Your Room Parents