

# Secretary - Sample Letter: Collecting Money For End of Year Gifts

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To Be Sent Prior to June 1<sup>st</sup>

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June 2017

Dear Parents,

It's hard to believe that the school year is almost over. As a token of our appreciation we are collecting money to thank our teacher for such a wonderful and exciting school year. We will collect \$10.00 for Mrs./Mr. \_\_\_\_\_.

We are also collecting \$5.00 for Mr./Mrs. \_\_\_\_\_ for helping out in our classroom. (Please include all Paraprofessionals in the classroom.)

If you are interested in participating, please send your money in a sealed envelope, with your child's name clearly written on the envelope, to "Att: (Treasurer's Name)." We will be purchasing a gift certificate for Mr./Mrs. \_\_\_\_\_ to enjoy.

We would like to thank all of the parents for helping to make this a great year! Have a great summer!

Sincerely,

(Name & Phone #) (Name & Phone #) (Name & Phone #)

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Class Parents