

Secretary - Sample Letter: Collecting Money for Holiday Gifts

TO BE SENT IMMEDIATELY AFTER THANKSGIVING BREAK

December 2016

Dear Parents,

Holiday time is a great time of year to give thanks to our teacher for all that he/she does. As a class we are collecting \$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.

Thank you and have a happy holiday season!

Sincerely,

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

Class Parents