SAMPLE END-OF-YEAR COLLECTION LETTER
Please adjust as necessary

To: Parents of 3-301 students
From: Your Class Parents
Re: End-of-Year Gift for Mrs. Babish
Date: Friday, June 9, 2011

Dear 3-301 parents,

As the school year winds down, it is hard to believe that our children’s third grade experience is coming to an end.

To show our appreciation to Mrs. Babish for a job well done, we are asking parents to contribute $10 on behalf of their child, which will be used toward a year-end “thank you” gift. This is strictly voluntary and all contributions are welcome.

Please send $10 in cash in a sealed envelope labeled “Class Parents” along with your child’s name before June 16th.

We would like to present the gift at the children’s End-of-Year Party, Friday, June 23rd, so please send in your monetary contributions promptly.

Thank you & here’s to the closing of a very special school year!

Your Class Parents,

Laverne DeFazio (Lenny’s mom)  Shirley Feeney (Carmine’s mom)
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