

SAMPLE LETTER HOLIDAY COLLECTION

November 9, 2006

Dear Class (#) Families,

It is hard to believe that the holiday season is rapidly approaching!

The Parents Association recommends that each family contribute \$10.00 per child towards a holiday gift for each class teacher. Please understand that your contribution is strictly voluntary and all donations are welcome.

It would be best if you gave your contribution to us at Parent/Teacher conferences on November 13th.

We would appreciate it if all contributions were sent in by the end of November.

Regards,

Name

Class Parents Class _____ -