

SAMPLE LETTER FOR CLASS PLAY

Date

Dear Parents:

As you know our children will be performing in their class play on

To show our appreciation to Ms. _____ as well as to the music teacher, Mr. _____ for their hard work in coordinating this effort, we want to collect **\$2.00 per child** so we can buy them flowers. Please keep in mind that this contribution is voluntary.

Please send \$2.00 in cash in a sealed envelope by Wednesday, January 28th. This envelope should be addressed to either NAME or NAME and should also include your child's name. Please instruct your child to give the envelope to Ms _____ so that she can then pass it on to us.

Thank you in advance for your contribution.

Sincerely,

Class Parent Name

Class Parent Name