

SAMPLE LETTER FOR YEAR END COLLECTION

June 3, 2006

Dear Parents:

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

To show our appreciation to Ms. (Name) for a job well done, we are asking parents to contribute \$10.00 on behalf of their child toward a year-end thank you gift. This is strictly voluntary. All contributions are welcome. We will use the money from this collection to purchase Gift Certificate so that Ms. (Name) can use it to pick out something that she wants.

Please send into class with your child, \$10.00 in cash in a sealed envelope and address it to either (class parent name) or (class parent name) before June 14th. Please include your child's name on the envelope.

We will give Ms. (Name) her gift several days before the last day of school. In the meantime, if you have any questions, please feel free to contact one of us.

Thank you in advance for your contribution.

Class Parent Name Tel. #

Class Parent Name Tel. #