

## Sample Letters

### Teacher Gift donation

Dear parent,

As an expression of our thanks, a group of parents is contributing to a class gift for our teacher. All donations are voluntary. Any contribution is welcome.

Please let me know if you would like to contribute. You can reach me at \_\_\_\_\_ (tel. #) or I will be in the school playground after school on \_\_\_\_\_ (days). I will be accepting donations until \_\_\_\_\_ (date).

We plan to purchase a(n) \_\_\_\_\_ gift certificate.

A card from the entire class will accompany this gift.

Again, your contribution is entirely voluntary! Thank you for your participation!  
Your Class Parent

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### Classroom Gift donation

Dear parent,

In support of our child's class, a group of parents is contributing to a gift that our teacher can use in his/her class. This gift is being given to add a little something extra to the classroom that a teacher can use to supplement a lesson or the classroom environment. All donations are voluntary. Any contribution is welcome.

Please let me know if you would like to contribute. You can reach me at \_\_\_\_\_ (tel. #) or I will be in the school playground after school on \_\_\_\_\_ (days). I will be accepting donations until \_\_\_\_\_ (date).

We plan to purchase a(n) \_\_\_\_\_ gift certificate.

A card from the entire class will accompany this gift.

Again, your contribution is entirely voluntary! Thank you for your participation  
Your Class Parent