

Dear Parents,

As the holiday time approaches, we would like to plan a gift for our teachers to thank them for all their hard work and dedication! We would like to show appreciation for Ms. _____, our full time teacher and _____ (please specify another individual, if any, such as a teacher's assistant or school aide, that you would like to gift).

We therefore ask for a contribution of \$10 per family. Please understand that any amount that you are comfortable with is appreciated! We also realize that some families prefer to do a private gift, so we understand if you chose to not contribute to the class gift. Whatever you choose, we kindly ask that you respond below (so we know when all contributions are collected). **Cash only please!**

The gift will be presented on _____ at _____ (i.e. Holiday Celebration).

Please respond by _____.

Thank you very much,

_____ (Class Ambassador names here.)

Student name: _____

____ Yes, donation enclosed.

____ No thanks, we prefer to handle the gift privately.

