

Gift Collection Sample Letter

Date

Dear Fellow Parents,

We are collecting money for the purchase of a (Winter Holiday or End of Year) gift from the class for (Teacher's name and Assistant's name (if applicable)).

If you wish to contribute, please enclose **\$20.** in the attached envelope, seal it, write your child's name on it, and return the envelope to us in your child's homework folder before _____.

Thank you.

____Room Parents:

(list room parent names)