

HOLIDAY & END OF YEAR TEACHER GIFT SAMPLE LETTERS

Greetings *Ms. Teacher's Class* Parents,

The holiday season is upon us! This is a WONDERFUL time of the year to thank *Ms. Teacher* for her hard work and incredible dedication to our children. I would like help organize a voluntary collaboration to give *Ms. Teacher* one large holiday gift from the class. I will find a small package to present the gift (something from her *Teacher Questionnaire*) but the money collected will be given to *Ms. Teacher* as cash. Contribution is completely voluntary and the size of your gift is up to you. Please make your contribution by *December 10th* . The class will present the gift to *Ms. Teacher* prior to the holiday party on Wednesday December 21. Please see payment options below. Electronic payment is preferred as it leaves a record of all contributions. Checks can also be made out to *My Name* and dropped in my mailbox at *My Address* or handed directly to me. I will confirm all contributions received with the sender.

- PayPal account:
- Venmo account:

Please let me know if you have any questions. Thank you for helping make this a special holiday season for *Ms. Teacher!*

Best,

Parent Volunteer Name (Student name's mom)
parentvolunteeremailaddress@email.com

Dear *Ms. Teacher's* Parents,

This has been a fantastic year for our *X graders!* *Ms. Teacher* made the classroom such an amazing space for learning. We would like to organize a money collection to provide an end-of-the-year "thank you" gift for *Ms. Teacher's* hard work. If you would like to participate, please send your contribution to:

PayPay:
Venmo:

Checks can also be made out to *My Name* and dropped in my mailbox at *My Address* or handed directly to me. I will confirm all contributions received with the sender. We will let the kids present the gift to *Ms. Teacher* on the last day of school with a card signed from the class. Thank you! Please let us know if you have any questions.

Parent Volunteer Name (Student name's mom)
parentvolunteeremailaddress@email.com