

Request for Items  
for (*insert teacher's name*)'s Class

To the Parents of (*insert student's name*),

Please provide (*insert item*) for the (*insert occasion*) Party on (*insert date*). Currently there are (*insert number*) students in the class.

Please have your items delivered to the classroom by (*insert due date*).

If you cannot accommodate this request, please let me know by (*insert due date*).

Thank you,

Insert Your Name

Parent of (insert child's name to help other parents identify you)

Phone Number (clarify if you text or not)

Email address: (insert email address)