

Holiday Group Gift Request

Dear Parents,

The Holiday Season is quickly approaching and will be here before you know it. I would like to know if you would be interested in purchasing a group gift for ***(insert teacher's name)***. The recommended amount is **(insert \$ amount)**, but please feel free to contribute whatever is appropriate for your family. If you are interested, please return the bottom portion of this letter in an envelope along with the donation **(cash only please)**.

Attn: ***(insert your name)*** on the envelope and place in your child's folder/agenda.

Please return your donation by December **(insert date)**. Feel free to contact me with any questions.

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

Child's Name: _____

Our family is interested in contributing to the group gift.

Enclosed amount: \$_____