

# Teacher Appreciation Request

**\*\*This letter is not necessary if you collected donations at the beginning of the year\***

Dear Parents,

Click or tap to enter a date.

The end of the school year is quickly approaching and will be here before you know it. I would like to know if you would be interested in participating in Teacher Appreciation Week which will take place from May 7 – 11<sup>th</sup>, 2018. During this time, the children in our classroom will present to ***(insert teacher's name)*** a token of their appreciation each day of the week. 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 your donation (cash only please). Please write, "Attention to: ***(insert your name)***" on the envelope and place in your child's folder/agenda.

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

If anyone is interested in providing lunch for ***(insert teacher's name)***, please let me know which day during that week so I can tell her not to pack a lunch.

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

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Parent Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Our family is interested in contributing to the group gift. Enclosed amount: \$\_\_\_\_\_

\_\_\_\_\_ I would like to bring ***(insert teacher's name)*** lunch.

Please contact me to coordinate: \_\_\_\_\_