



September 1, 2018

Dear Room “X” Parents:

We’d like to thank you for all of your support, financial and otherwise, so far this year! Earlier in the school year we established a classroom fund to be used for small classroom expenses as well as class gifts for “**Teacher Name**” on special occasions. The second half of the year brings with it more fun and exciting events for our teachers and students, including Teacher Appreciation Week and the End of Year Celebration.

We would like to request a voluntary financial contribution of up to \$10 per family to be used toward events and expenses for the spring & summer months. *Of course, all donations, monetary or otherwise, are strictly voluntary. No child shall be left out. However, your contribution is important and always greatly appreciated.*

Any amount you are able to contribute is appreciated, and you will always be made aware of how and when funds are used, and we welcome your input and ideas for class gifts. In addition to gifts purchased on behalf of the class, please feel free to give personal gifts, cards, etc., on special days.

We thank you for your continued support for our teacher and students!

Sincerely,

“**Room Parent**”

“**email / mobile**”