Hello Parents and Guardians of {Teacher/ year} school year class.

Teachers Appreciation week is upon us and I think we can all say {Teacher} deserves a week to be appreciated by her class. This year as your homeroom lead parent, I would like us all to have our little ones send something special in. This could be a letter from your child, a picture from your child, or something sentimental from your child that does not need to be anything monetary. You are all more than welcome to send something in that is a gift but you do not need to feel obligated.

To help celebrate the week, I was hoping to start Monday off with {A treat for the class ie: muffins} On {Tuesday date} Children whose last name starts with A-H please send in a letter, picture, or gift. On {Wednesday date} same thing for children whose last name starts with I-R. {Thursday date} will be children S-Z. We will end the week with a gift.

Those of you who would like to contribute to a gift please feel free to message me {Phone/email} I will add my Venmo/paypal/cash app information below. This can be $1 or any amount that you would like. {Add details for the gift you plan on buying/making}

Again, please do not feel obligated to send money in. I will make sure {teacher} has something special regardless. Along with this note I have attached a print out for your child to fill out and send in during their letter day. It is optional or can be used as their “letter/picture”. Please feel free to reach out with any questions. {attach a picture or something the children can use}

P.S. This will be a total surprise to her. So please do not send her any messages regarding this letter. I greatly appreciate it!

Have a great day!

{name}

{number/ email}

{ways to send payment}