

{Date}

Dear Parents:

{Day and date} is Teacher Appreciation Day. PTF will be hosting a catered luncheon for all MICS teachers on this day. This is an opportunity for your student to remind {teacher's name} why we appreciate them as our child's teacher. Please let me know if you would like to contribute to a class gift or send in an individual gift from your student to show our support for {teacher's name} and what she does for the students.

Please email, call, or text me to let me know what your preference is. I would like to make a decision by {date} on whether we will do a class gift or an individual gift. This can be whatever you want it to be, a hand written card, a bouquet of wild flowers, or a gift card to one of their favorite places.

Please feel to call me with any questions.

Much thanks,

{your first name}

**{your name}, Room Representative**

{your contact phone number}

{your contact email}