

## Pre-Approved Holiday Letter

### **A HOLIDAY GIFT FOR (Teacher's Name)**

To make life a little easier for you during this busy holiday season, and to show our appreciation, we are planning to give (Teacher's name) a group holiday gift. As a special gift we would like to give him/her a gift card from (state intended gift).

Any contribution would be appreciated. We will sign your family's name in a card and present it to (Teacher's name) on (date presented).

Please Venmo (PayPal or Zelle) your contribution to (insert email address or username) by **Tuesday, December 14, 2021.**

\$5.00 - \$10.00 per family would be a wonderful gift but give what you can! This is voluntary. If you have any questions call or email (your name and number/email).

Happy Holidays,  
(Room Parent names here)

#### **Notes:**

- **Send out the first email to parents on 12/3 and a reminder on 12/10. The deadline should be Monday, December 13, 2021.**

## Pre-Approved Holiday Letter (including gifts for Aides)

### **HOLIDAY GIFTS FOR (Teacher's & Aide's Names)**

To make life a little easier for you during this busy holiday season, and to show our appreciation, we are planning to give (Teacher's name) and our classroom aide, (Aide's name), group holiday gifts. As special gift, we would like to give (Teacher's name) a gift card from (state intended gift) and (Aide's name) a gift card from (state intended gift).

Any contribution would be appreciated. We will sign your family's name in a card and present it to (Teacher's name) on (date presented).

Please Venmo (PayPal or Zelle) your contribution to (insert email address or username) by **Tuesday, December 14, 2021.**

\$5.00 - \$10.00 per family would be a wonderful gift but give what you can! This is voluntary. If you wish, you can let us know how much of your contribution to allocate to each recipient. If you have any questions call or email (your name and number/email).

Happy Holidays,  
(Room Parent names here)

#### **Notes:**

- **Send out the first email to parents on 12/3 and a reminder on 12/10. The deadline should be Monday, December 13, 2021.**