

Item Donation Letter: Can be emailed, printed or re-typed and put on the website.

Dear Parents,

Our class (Holiday or Valentines Party) is schedule for (day) at (time). We would love for you to join us! The students will enjoy (fill n your activities here or just say "snacks and fun activities").

We need your help to make the party a success! We are asking each parent to send in supplies for our party. Please contact me if you have any questions or if you are unable to send in the item requested.

(sign with your name and contact info)

(Add to the bottom: "Please send the following item to school by (date)" and leave a blank line for you to fill in the specific item)