[TEACHER’S NAME] WINTER PARTY

Dear Parents,

Our Breakfast Winter Party is quickly approaching. It will be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_. Donut holes, kolaches, fruit and juice will be served. We are asking for a $5 optional donation per child to cover this cost. In addition to enjoying breakfast, we will have a variety of craft stations and activities for the children to enjoy, including a cookie decorating station, a reindeer food station, a bracelet decorating station, face painting and lots of other fun games! You are more than welcome to come and enjoy the festivities.

There are various items that we will need to make this party a success. To facilitate this, every child has been assigned an item to donate. If you are able to donate the item listed next to your child’s name, it would be greatly appreciated. If for any reason you are unable to, please let me know as soon as possible so that other arrangements can be made.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please bring \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(NAME OF CHILD) (ITEM TO BRING)

Please send all money and item donations back to school with your child no later than [DATE]. Stapled to this letter, you will find a pre-labeled envelope to send back money donations in.

We appreciate all of your help and support, and are looking forward to a fun-filled party! If you have any questions or concerns, please let us know.

Thank you,

[TEACHER’S NAME] ROOM PARENT

YOUR NAME AND CONTACT INFO.