Teacher’s Birthday Class Celebration:   
Email Example

Good morning!

[Insert teacher’s name]’s birthday is coming up quickly – insert teacher’s birthday. [Insert teacher’s name] loves [insert teacher’s favorites from Favorite List - PTA website]. I will be collecting donations starting tomorrow through the end of next week for a class birthday celebration and gift for [insert teacher’s name]. The class will enjoy [insert snack i.e. fruit cups] as a special snack, and we will put together a gift from the class including all of [her/his] favorites: [i.e. Swedish fish candy, a CFA gift card, and a bouquet of flowers]. Please send contributions to school with your child in a sealed envelope addressed to me - Any amount is appreciated. You can place the envelope inside your child’s [color] folder.

Also please have your child make a special birthday card to be hand delivered to [insert teacher’s name] on insert teacher’s birthday. This will make [her/him] feel so special! I will send out a reminder about the homemade cards on Monday, insert date.

Thank you in advance for helping us show [insert teacher’s name] how much we appreciate her/him and all that she/he does for our children. Let’s make sure that she/he has a great birthday! The class will love celebrating with [her/him].

Thank you,

[Your name],

Room Parent