Hi everyone!

We just wanted to give you all a head's up that Ms. XXXX birthday is coming up on xxxxxx.

It would be so nice if each of the children would make a birthday card for her. You are also more than welcome to send in a gift for Ms. XXXX, but that is in no way required.

We've attached the sheet of Ms. XXXX favorite things, just in case you're interested in sending something special in for her. :)

Let us know if you have any questions!

Thanks so much!