Hi everyone!

We hope you all had a wonderful Thanksgiving holiday! Believe it or not, holiday break is just around the corner! We’d like to give a nice gift from the class to Mrs. XXXX – a gift certificate to her favorite store, XXXX. This is not mandatory, but if you would like to participate, **please respond to this email byxxxx,** to let me know. If you choose to participate, you may contribute any amount of cash between $10 and $20. This way, Mrs. XXXX will be surprised by our generous gift!

We’d like all money in by Friday, xxxx, so we have enough time to get the gift and a card that each child can sign. Our holiday party will (most likely) be on xxxx and that’s when we’ll give Mrs. XXXXX her gift. More details on the party next week!

Thank you all so much in advance for your thoughtfulness and participation! Feel free to call or email us with any questions.

Have a great day!