

# **SAMPLE LETTER**

Hello Everyone,

We wanted to let you know that Mrs. Baxter's birthday is coming up on November 11th. We were thinking it would be nice if each child brought in a single flower of their choice to give her as they came into class. This way she'd have a really nice bouquet of flowers to enjoy the rest of the day. We'll also get her a birthday card that the kids can sign - Jeanette will have them sign it at lunch the Friday before her birthday. We'll send out a reminder on Nov. 10th, but wanted to let you know what was coming up.

Also wanted to remind everyone about the donations the 3rd Grade classes have requested for their Nutcracker projects in December. They need the following items. So if you happen to have any of these things, bring them in when you can.

Pringles Cans

Googly (wiggle) eyes

Colorful tissue paper

Thanks for all your support!

Jeanette and Cathy