

**LEAVE THIS SPACE  
BLANK FOR LETTERHEAD  
INFORMATION**

**Sample Teacher's Birthday Letter**

A teacher's favorite things sheet was sent out to all the teachers at Mickey Cox. You will find it in your child's backpack in the next few days. If not kindly ask your child's teacher if he or she has had a chance to fill it out. The teacher's favorite things sheet will provide you with information such as your teacher's birthday, things they like, a wish list for their classroom, and any allergies they may have.

Dear Parents,

Mrs. \_\_\_ birthday is on \_\_\_\_\_. I would like to recognize her on this special day. If your child wishes to participate please have them make a homemade birthday card, or give her fresh picked flowers from their home garden, or simply wish her a happy birthday.

If you would like to purchase a small gift for Mrs./Ms. \_\_\_, below is a list of her favorite things:

- Item
- Item
- Item
- Item

Please feel free to send in a gift of your own if you wish. Another option would be to voluntarily donate money to be used towards a group gift. Please know that participation is completely voluntary and not required. If you have any questions, you can contact me by phone or email.

Thank you,

Room Parent Name and Contact Information