

**LEAVE THIS SPACE
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LETTERHEAD INFORMATION**

Template for Voluntary Donation Letter for Class Party

Date

We are currently working on our **(winter, Valentine's or end of the year)** class party for **(teacher's name)** class to be held on **(party date.)**

Because our supply budget will not support all the activities we have planned, we are seeking the voluntary donation of supplies which your child can utilize at the party.

Community supplies:

- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item
- Item

Should you prefer to make a monetary donation, you can donate to the Mickey Cox Parent Club designating your gift be used for **(teacher's name)** community classroom party supplies.

Please allow us to thank you in advance for your support. Your donations allow us to provide your child with additional experiences which will enhance their education. Should you have any questions or concerns, please do not hesitate to contact us at 327-6400 or use the contact information listed below.

Respectfully yours,

Room parent and contact information