

(SAMPLE)
STAFF BIRTHDAY RECOGNITION LETTER/E-MAIL TO PARENTS

Hello Parents!

Mrs. Kidwell's birthday is coming up this Tuesday, September 15. Thought it would be nice if we as a class could shower her with some appreciation of our own. In addition to delivering her favorite lunch, wouldn't she love and greatly deserve a gift certificate from one of her favorite places, too? Depending upon the amount of donations we're able to collect...perhaps we could give her an Ann Taylor Loft or Macaroni Grill certificate. Two favorites of hers!

If you are interested in contributing to a gift certificate effort, **please email a reply back to me with the dollar amount you wish. Then send your check in a sealed envelope to school with your child by this Monday, September 16 made payable and addressed to Kimber Chamberlain (Makenna's Mom).**

We will then purchase a certificate with the funds collected and present it to her with her favorite lunch on Tuesday.

If you wish to honor her birthday on your own, here is a list of some of her favorites:

- Restaurants: Macaroni Grill, Palio's, Jinbeh
- Stores: Ann Taylor Loft, Kohl's, Target, Starbucks, Sonic
- Solons/Spas: any nail salon or spa
- Miscellaneous: baked goodies of any kind, loves reading, gardening, hibiscus flowers, Texas Tech, and the colors pink, black and turquoise

I'm certain she'd also love a special note or drawing from your child as well! Just send anything you wish of your own with your child to school on the day of the celebration to give to Mrs. Kidwell.

Thanks for your help in making Mrs. Kidwell's big day extra special!

Your Room Parents,

Jackie Buckley and Kimber Chamberlain
214-636-5702m and 214-535-1143m, respectively