

Edgewood Community Elementary School
< Teacher Name / Grade >

< Date >

Dear Parents:



We are planning a **Winter Holiday Celebration** for our class on < **Day of Week / Date** > from approximately < **Time of Day** >.

We are planning the following activities for the celebration:

- o _____
- o _____
- o _____

If you would like to volunteer your time for this event, please contact me/us using the email address below.

If you would like to donate any items needed for the event, please see the list below for items needed. If you would rather make a voluntary donation (not to exceed \$10) to help provide for the items, please place the funds in an envelope marked "Classroom Coordinator."

- o _____
- o _____
- o _____

Thank you for making this event a success for all!

< Classroom Coordinator	>	< Classroom Coordinator	>
<Telephone Number	>	< Telephone Number	>
< Email Address	>	< Email Address	>