

Teacher's Birthday Class Celebration: Email Example

Good morning!

Insert teacher's name's birthday is coming up quickly – *insert teacher's birthday*. *Insert teacher's name* loves *insert teacher's favorites from Favorite List (PTA website)* [i.e. fruit, Swedish Fish candy, and her favorite restaurant is Chick-fil-a]. I will be collecting donations starting tomorrow through the end of next week for a class birthday celebration and gift for *insert teacher's name*. The class will enjoy *insert snack* [i.e. fruit cups] as a special snack, and we will put together a gift from the class including all of her/his favorites: [i.e. Swedish fish candy, a CFA gift card, and a bouquet of flowers]. Please send contributions to school with your child in a sealed envelope addressed to me - Any amount is appreciated. You can place the envelope inside your child's color folder.

Also please have your child make a special birthday card to be hand delivered to *insert teacher's name* on *insert teacher's birthday*. This will make her/him feel so special! I will send out a reminder about the homemade cards on Monday, *insert date*.

Thank you in advance for helping us show *insert teacher's name* how much we appreciate her/him and all that she/he does for our children. Let's make sure that she/he has a great birthday! The class will love celebrating with her/him.

Thank you,