Good Evening Parents,

We are excited to share with you that Mr./Mrs. XXXXX’s birthday is coming up on Day of the week, Month dayth .

To celebrate him/her, we ask that your child bring in a handmade or store bought birthday card for that day. Let’s overwhelm Mr./Mrs. XXXXX with birthday wishes!

It's not necessary; however, if you would like to include a gift card for him/her in the card or include other small tokens of appreciation, you are welcome to! I know they love to shop at [*Include names of 2 stores on the teacher’s Spoil or Staff Sheet*] and they really like [*some other item from their SOS list*]!

Thank you all for helping to make this the best birthday yet for Mr./Mrs. XXXXX!

Sincerely,

Room Parent #1 (Mom/Dad of XXXX)

Room Parent #2 (Mom/Dad of XXXX)