**Little River Elementary School**

**2017-2018**

**< 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:

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 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 “Room Parent.”

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Thank you for making this event a success for all!

< Room Parent Name > < Room Parent Name >

<Telephone Number > < Telephone Number >

< Email Address > < Email Address >