

# School Letterhead

## Sample Letter to Send to Parents

Dear Parents.

**Subject: A little keepsake from your childrens' early years in school**

We are proposing to hold class activities where each student will, depending on their age, contribute a small piece of artwork or a handprint which will be professionally silk printed onto a useable tea towel.

The tea towels make delightful keepsakes to remember the early school years of your child and make excellent seasonal gifts for grandparents, relatives and friends.

There will be a charge of \$\_\_\_\_\_ per tea towel and each tea towel bought will make a small contribution to our school that will allow us to raise funds to make special purchases for the school such as library books or playground equipment etc.

We would be grateful if parents would kindly fill in the slip below to confirm the students' participation in this activity, the number of tea towels they wish to purchase and return the completed slip to the school with the correct payment preferably by cheque.

Thanking you in anticipation.

Yours faithfully.

XXXXXX  
Head Mistress



---

\*We / I confirm we would be pleased for our child (student name).....to participate in this school fund raising activity and we confirm our order below and enclose payment for the same.

Description	Qty	Unit Price HK\$	Total Price HK\$
Class tea towel		xx.00	
Grand Total			
Enclosed cheque number: <i>(If you need to pay in cash please bring this slip to the school reception with payment and OBTAIN a receipt of confirmation of payment)</i>			

\*Delete as appropriate