

Individual Gift Email Template

Here is a sample email you can customize and send to your class for individual teacher gifts, whether for birthdays, holidays, end-of-year, or other occasions.



****Subject:**** Birthday/Holiday Gift Plan for Our Class

Dear [Teacher name] Parents,

I hope this message finds you well as we approach the holiday season! This year, instead of organizing a group gift for [Teacher and Tutor names], we are encouraging families to send individual gifts if they'd like to share some holiday cheer. (Just a reminder, we usually give more to the teacher, since the tutor has multiple classes, but that is completely up to you.)

Please feel free to involve your child in creating or choosing something special to give. As always, this is entirely optional, and there is no pressure to spend money. Any heartfelt item from your student or family would be greatly appreciated. If you have any questions or need suggestions, please see the Favorite Things sheets (attached), or don't hesitate to reach out to me.

Thank you for your support and generosity in making this holiday season bright for [Teacher's Name]!

Warm regards,

[Your Name]

[Your Contact Information]

[Attach teacher and tutor Favorite Things sheets and go ahead and send your email.]