

# Sample Family Letter and Announcement

## Sample Family Letter

Dear Family Members,

In our classroom, we have been learning about the needs and wants of animals and how to take care of them properly. We are learning that pets can communicate with us and that they have needs and wants that are similar to those of humans.

In one of our last books we learned about the animal shelter and how they care for pets too. We would like to help our local animal shelter by donating needed items. We have asked the shelter about their needs and wants and the children have decided to collect these items.

- (List items)

We are setting up collection sites around our school for the next \_\_\_\_\_ days/weeks. Please send items with your child to be given to the local animal shelter not later than \_\_\_\_\_ (Date)

Thank you for helping us with this special project.

Sincerely,  
(Teacher's Name)

## Sample Announcement for school publication or other media

Hello animal lovers,

Our class is collecting pet care items to be given to the local animal shelter. They need our help with the following items: \_\_\_\_\_. Bring items to school between \_\_\_\_\_ and \_\_\_\_\_. Ask your family neighbors, and friends to help us help the animals at the shelter that are waiting for a home.

