

Sample Thanksgiving Holiday Letter to Families (Insert your logo, vacation dates, contact information and signature)

Dear Families,

We are thankful for you!

As we prepare to take time off from school (***insert dates***) for the Thanksgiving break, we want to share our gratitude for everyone in our school community. Your partnership makes it possible for students to come to school every day, on time and ready to learn.

Every day of school is an important opportunity for students to connect with peers and teachers, and to grow personally, socially and academically.

We are thankful for:

* **Our students and their families** who show up to school regularly, even when it isn’t easy.
* **Our staff** who go above and beyond to help make school a welcoming learning environment and help us stay safe, connected and excited about learning.
* **Our many healers and helpers** from support staff and volunteers who provide the extra hands and attention our students need.

We appreciate each one of you. If your family or your child needs support, please reach out to (*Insert contacts*)

We are grateful for everyone’s efforts to avoid taking extra days off during this holiday season. We look forward to seeing you again when school resumes on **(*Insert dates in bold*).**

Thank you for partnering with us!

Sincerely,

***(Insert name and title)***