

## GIFT REQUEST LETTER

**Instructions:** Please complete this letter, filling in the italicized areas. We recommend printing the letters out on your church/organization letterhead. Remember, Angel Tree is a ministry of your church/organization, so all communication should reference your church/organization.

*Application/Family #:* \_\_\_\_\_

Dear *(Caregiver's name)*,

Each Christmas, prison chaplains, Prison Fellowship®, and Christian churches/organizations make available a program called Angel Tree® Christmas enabling incarcerated parents to give gifts to their children. *(Prisoner's Name)* has requested that the children listed below be included in this year's program if you approve. The gifts will be delivered prior to Christmas on the parent's behalf, either by home visit or Angel Tree party.

If there is a restraining order against *(Prisoner's Name)*, please let us know so that we can inform the national Angel Tree office. *(Prisoner's Name)* will be notified that he/she is ineligible to participate in the Angel Tree program and that his/her children will not receive gifts on his/her behalf.

Please complete the information on the Gift Request Form included with this letter. It is important to return it to us this week. Any delays could result in the children missing out on this opportunity. Use the enclosed, stamped return envelope to return this letter and the Gift Request Form as soon as you have completed them.

Each child receives one (1) gift valued at approximately \$25. The gift will be personally delivered prior to Christmas on the incarcerated parent's behalf, either by home visit or Angel Tree party.

- Please list a phone number where we can reach you to arrange delivery or provide you details about the Angel Tree Christmas party: \_\_\_\_\_
- For the gift tag, what do the children call their incarcerated parent (*Dad, Mommy, etc.*)? \_\_\_\_\_

Thank you for allowing your children to participate in Angel Tree Christmas. God bless you.

In Christ,

*(Volunteer signature)*

*(Your Church/Organization's Name)*

Children on Application:      Child 1: \_\_\_\_\_  
   Child 2: \_\_\_\_\_  
   Child 3: \_\_\_\_\_