

SECOND GIFT REQUEST LETTER

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

THIS IS OUR SECOND LETTER. PLEASE RESPOND RIGHT AWAY!

Application/Family #: _____

Dear **(Caregiver's name)**,

Each Christmas, prison chaplains, Prison Fellowship®, and Christian churches make available a program called Angel Tree® Christmas enabling prisoners 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 church 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 their children will not receive gifts on their 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 \$20. The gift will be personally delivered prior to Christmas on the prisoner-parent's behalf, either by home visit or church party.

- Please list a phone number where we can reach you to arrange delivery or provide you details about the church's 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's Name)

Children on Application:

Child 1: _____
Child 2: _____
Child 3: _____