



Dear Senior Parents, Guardians, Family and Friends,

We would like to give the relatives and friends of our 2023 graduates the opportunity to honor and recognize our seniors through the Senior Longhorn Letter Project. This tradition, which began in 2017, allows each graduate to receive SURPRISE well wishes at graduation practice from those who have been a part of their school career.

Please consider asking grandparents, aunts, uncles, cousins, teachers, and friends to send a special note of congratulations to your child on their upcoming graduation. Feel free to ask any other important individuals from your student's scouting organization, religious community, team, club or other extracurricular activity. Please send the request as soon as possible to family and friends through email, phone, or text. We will collect all the letters and cards and keep them confidential. Each senior will receive a large envelope filled with these well wishes at graduation practice in May.

You may bring the cards and letters to the school's main office and place them in the box labeled "Senior Longhorn Letter Project," or you can mail them to the school:

**STUDENT'S FULL NAME**  
Parkway West High School  
Senior Longhorn Letter Project  
14653 Clayton Road  
Chesterfield, MO 63011

**Criteria:**

- **Student's first and last name need to be on every envelope**
- **ONLY SEND CARDS & LETTERS – NO GIFTS OR OTHER ITEMS!**
- Cards and letters should be no larger than 8.5 X 11 inches.
- Cards and letters should be flat.
- Do not send anything of value (ex: cash, check, gift card). We cannot be responsible for it.
- Packages cannot be accepted.
- If small envelopes are sent inside a large envelope, write the student's full name on all the envelopes.

**In order to ensure that every student receives at least 2 letters, ALL CARDS AND LETTERS MUST ARRIVE AT THE SCHOOL NO LATER THAN FRIDAY, MARCH 16, 2023.** Please send in your letters as early as possible.

Let's show the students of the Class of 2023 how much they mean to us and acknowledge their achievements over the last thirteen years!

Sincerely,  
Monica Milholland  
Senior Letter Project Chairman