

SAMPLE LETTER to Parents from Room Parent

Date: _____

Dear Parents,

My name is XXX, XXX's parent. I am the room parent from Mrs./Mr. XXX's class. Throughout the year, I will be sending out information regarding class activities and school events. Occasionally I will be asking for donations and volunteers to help prepare for class parties and activities. If you would like to share your special talent or time, please contact me personally. Please note that all donations are strictly voluntary.

My contact information is:

Name:

Email:

Phone:

I'm looking forward to meeting each of you as we work together to help our children have a great year. Thank you for your time.

Sincerely,

Room Parent _____ (Teacher's Name)