Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Parents,

I am writing this letter to introduce myself as this year's Room Parent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s class.

During the course of the school year, I will be contacting you from time to time to ask for your help with class functions and other school events that are being planned for the children. I would like to include every parent who would like to help, so please feel free to call or send an e-mail to me.

In addition, to aid in effective communication, please fill out the attached "Class Contact List" and return to me at your earliest convenience. This will make it much easier to convey important information between us.

Thank you in advance for your help and I am looking forward to a memorable and fun year.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(email)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(phone)