

Room Parent

Sample Introduction Letter

Dear Parents,

I am excited to be your child's room parent in _____ (teacher's name) class this year.

I will be contacting you about many fun and exciting classroom and PTA sponsored school events this year including:

Class Directory

Class events and parties/celebrations

Fall Festival

Box Top Donations (please start to collect them!)

Bubble Run/Jogathon

Community building PTA Events

Teacher Appreciation Week

I look forward to getting to know you this year; if you have any questions or would like to volunteer during some of these events please feel free to contact me.

Sincerely,

phone #, email #