Sample Email to Teacher from Room Parent

Dear (Teacher),

My name is (insert name) and I am excited to be your class parent this year. I know that this is going to be a fantastic year at Beverly Woods.

Currently, I am working to get our class roster completed. I may need your help to get all the student information filled out for our class.

I know we have a lot of information to go over. Would you prefer to meet briefly to get an idea of how I can be of assistance to you throughout the school year or would email be more convenient?

You can reach me by email at (insert email address) or by phone at (insert phone number).

Sincerely,

(sign)