Sample Room Parent Introduction Letter

Mr/Mrs (insert teacher)’s class,

My name is (insert name), I am (insert child’s name)’s mom/dad and I am excited to be your class parent this year. (Insert co-parent’s name if applicable) will also be helping me as my co-parent this year. His/Her child’s name is (insert child’s name). We know that this is going to be a fantastic year at Beverly Woods!

Currently, I am working to get our class roster completed. Look for a student information sheet to come home with your child. Please fill it out and return it to class ASAP. As part of my duties as the class parent, I will be sending emails regularly to let you know about what is going on in class and through school. I will also be working directly with our teacher to let you know about any special needs that arise.

We will have a winter party and an end of year celebration. When the time comes, I will be sending out information for the parties as well as volunteer sign-up information.

I look forward to working with our teacher and getting to know you as well. If you have any questions and/or concerns, please feel free to contact me! My contact information is as follows:

(insert contact information)

Sincerely,

(sign)