

# **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 #