

# ROOM PARENT SAMPLE LETTER

## Letter to Parents from the Room Parent

Date: \_\_\_\_\_

Dear Parents,

My name is \_\_\_\_\_, \_\_\_\_\_'s parent/mom/dad/etc. This year I will be the room parent for Mrs./Mr. \_\_\_\_\_'s class.

Throughout the year, I will be sending out information regarding our class parties, school events sponsored by the PTA, Teacher's Appreciation Week (Spring) and updates on when (teacher's name)'s birthday is.

I am asking for a one-time donation from all families for this year's class parties. Any contribution, be it \$5 or \$25, is greatly appreciated. This will cover all the supplies that will be needed for the celebrations/activities being planned in your child's classroom for the year. With your help, we can make your child's parties fun and enriching experiences! You can start by bringing in your donations next week to Mr./Mrs. \_\_\_\_\_ in the envelope provided or you can also pay via Venmo (@Venmo ID) if you would prefer to use a credit/debit card. Please note, all donations are voluntary!

We plan on having 3 parties this year. The dates have been set as:

1. Christmas Party on December \_\_ at 1:00pm
2. Valentine's Party on February \_\_ at 1:00pm
3. Spring Party on March \_\_ at 1:00pm

As these dates get closer, I will be reaching out for volunteers to help during the parties.

My contact information is:

Name

E-mail address

Cell number

I'm looking forward to meeting all of you as we work together to help our children have a great year! Thank you for your time and please don't hesitate to reach out with any questions.

Sincerely,

Your Name