Dear (Teacher Name),

My child (be specific) is very excited to be in your class this school year.  I know you are getting prepared for the beginning of school.  I wanted to reach out to you to introduce myself and (other RP). We have volunteered to be your Room Parents this school year.

We would like to start communicating with the other parents in the class next week, if possible.  Could you please send us the class roster including email addresses for each child so that we start reaching out to parents?  Also, are we able to post to our class in Parent Square?

Is there any information that you would like for us to share with parents?  If you have finalized an Amazon wish list for the class, please share it with us and we will send it to the parents in the email.

Is there any additional support you need from us? Please let us know!  No requests are too small.

Cheers to an amazing school year!  And thank you so much for being dedicated to our children!!!

Take care,

Your Names

Contact #s