

Dear Parents –

Welcome! My name is <your name> and I'm very excited to introduce myself as <one of your or the> homeroom coordinator for this year in <teacher's name>'s grade <X> class. The year is off to a great start and will be a fantastic experience for our children. <I will or We will> be coordinating the classroom parties, organizing teacher appreciation gifts, and coordinating any other help <teacher's name> requires throughout the year.

How to reach <me or us>:

<your name>

<your phone number>

<your email>

<your name>

<your phone number>

<your email>

Save the Date:

<If you have any events already scheduled include them here>

Throughout the year we'll be asking for parent volunteers to assist with class parties, send in items, and/or help the teacher. I know everyone's schedule is a bit different, hope you'll jump in when and how you can.

Please contact me anytime with any questions or comments you might have. Thank you so much for all your help and participation in our class events.

Looking forward to an exciting and fun year!

<your name(s)>