



SAMPLE LETTER/EMAIL

[DATE]

Dear {Teacher Name},

We hope that you have had the enjoyable and relaxing summer you truly deserve. We want to formally introduce ourselves as your classroom parents for the upcoming 2020-2021 school year. It is a privilege to be able to work in harmony with you this year across a wide spectrum of areas. We know this year will look different than any prior year in the wake of COVID-19. Please let us know how we can best help you during the year and we will try to support you in any way we can. Here are some preliminary items:

**Introductory Letter** - In order to further support you and the classroom's needs, we kindly request that you send out (by way of email or print) the attached Introductory Class Letter to the other classroom parents, which quickly reviews items normally discussed at Parent Orientation Night.

**Classroom Communication** - For all future correspondence, we intend to include you on our BCC class distribution list so as to keep you informed of all of our room communications during the year. Please let us know if you prefer otherwise.

**Attachments** - Please find attached herein the *Teacher's Favorite Things Survey* and return the completed form at your earliest convenience so that we may better understand your preferences and who you are.

**Miscellaneous Items** - Please let us know if there are other roles that we could fill to better assist you, particularly during this extraordinary academic year.

Again, we are delighted to be afforded the opportunity to work alongside with you this year and eagerly anticipate an exciting, unique, and successful year. Please let us know if you have any further questions or concerns.

Sincerely,

XXXX (YYYY's mom/dad) – Email address; Preferred phone  
AAAA (BBBB's mom/dad) – Email address; Preferred phone  
Your Room Parents