**SAMPLE INTRODUCTORY LETTER**

Hi Parents -

Hello and welcome to what should be a wonderful new school year.  I would like to introduce myself to you.  I am Jane Doe, Christopher’s parent.  I will be this year’s room representative, along with John Smith, Angela’s parent.  I have recently met with Ms. Hess and she has several exciting events planned for this year as well as many different volunteer opportunities for the parents.

E-mail will be the primary means of communication through which I will send future volunteer requests, supply requests, and other information pertaining to the class.  You may email me at [janedoe@gmail.com](mailto:janedoe@gmail.com) or call/text me at 555-555-5555 with questions at any time.

I will be periodically sending out requests for volunteers via SignUp Genius throughout the year.  SignUp Genius is a fantastic tool that helps organize staff/volunteers for a variety of events.  This way you can pick and choose which events you would like to participate in.  Since signups are first come-first serve, I will be sure to let you know when I will be sending out the invitations so you can be prepared.  Signups will start shortly.  If you have any questions regarding the SignUp Genius site, please let me know.

Volunteering for the class is completely optional.  Although we love all the help we can get, if you cannot volunteer for any reason, there will be opportunities to send supplies or take projects home.  There are only a few times this year when you will be offered to make a monetary donation.  Just like volunteering, contributions of any sort (supplies or monetary) are completely optional.

While I have your attention, I wanted to make sure you are aware of some important dates in September:

* Picture Day 8/31
* Scholastic Book Fair                      9/5 - 9/12
  + Our class will attend the BF from 11:45 am -12:15 pm on 9/10.
* Grandparents Week                       9/11 - 9/15
* Fall Break                                     9/18 – 9/22
* P.E. Fun Night                              9/27
* Custodial Appreciation Day               9/29

*Further information on the above events and others not listed will be communicated as dates approach.*

I look forward to working with you this year! Please feel free to contact me with any questions/concerns.

Sincerely,

Jane Doe