

Dear Parents,

I would like to introduce myself, my name is _____.

I will be the Room Parent Coordinator for _____ class. My job is to serve as the primary contact with the teacher, help parents who want to be involved get involved and make each event a special and memorable one for our children. I will communicate with the teacher to find out what he/she prefers for each party and then contact parents who have offered to help.

If you have any questions please feel free to contact me. Thank you for your anticipated time and support.

Sincerely,

Room Parent Coordinator, 2008-2009 School Year

Phone _____

Email _____

