

**LEAVE THIS SPACE
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LETTERHEAD INFORMATION**

Sample Introduction Letter

Hello Parents,

Welcome to another great school year at Mickey Cox. My name is [REDACTED] and I am excited to be your room parent this school year. I'd like to take this opportunity to share a few things with you.

We will have various class activities throughout the year (Carnival Silent Auction Basket, Winter Holiday, Valentine's & End of the year parties). soon I will be sending out information giving you an opportunity to voluntarily donate to help at these events so please look for that in your child's backpack.

If you would like to be a room helper or have any questions, you can contact me at (---) --- ---- or email me at [REDACTED]. I look forward to meeting and working with you soon!

Respectfully yours,

Room Parent Name-Contact Information