September (insert date), 2022

Dear Parents and Guardians,

Welcome to *Insert Teachers Name* ’s class! *Room Parent Name* and *Room Parent Name* are your room parents this year. We are looking forward to supporting the class this upcoming year.

Some of the things we will be helping to coordinate (with your help!) may include:

1. Class celebrations with activities and healthy snacks

2. Coordination of volunteers for field trips and other classroom activities

3. A year-end thank you and show of appreciation for *Teacher’s Name* and the rest of the staff here at *School Name* school

With this in mind, we are asking each family to contribute to our class fund. The PTA recommends a donation of $25 per family. This is a completely voluntary contribution, and we stress that each family contribute whatever amount with which they are comfortable. Our goal is to use these funds throughout the year for all of our classroom needs.

Please send your contribution to *Room Parent Name* via Venmo, Zelle, or QuickPay (*insert account names*). You can also send your contribution into school in a sealed envelope and have your child give it to (*insert room parent’s child’s name*). If you’re writing a check, please make it payable to *Room Parent Name*. We hope to receive your contribution by (*insert date)*.

Thank you in advance for your help. We look forward to seeing you throughout the year. Please feel free to contact us if you have any questions!

Sincerely,

*Room Parent Name (email) and Room Parent Name (email)*