

Forest Hill Elementary

Introduction Email Example:

Hello Parents! My name is _____. I am _____ Mom/Dad and I am the room parent for Ms./Mr. _____ this year! I will use email to communicate everything to you. You may contact me at any time. Meanwhile, here are some things to consider:

- *I have attached Mr./Ms. _____ favorites sheet to this email.*
- *In addition, FHES is going to celebrate all of our staff! Each class has an adopted staff member so we can show our appreciation. Their favorites list is also attached.*
- *Please join the PTO if you haven't already!*
- *Sign ups will be emailed throughout the year for certain events. I would love a list of everyone's talents and availability!*
- *Be on the lookout for a teacher fund donation request email coming soon!*

Thank you so much! I am looking forward to this year as your room parent! You will be hearing from me soon!

Sincerely,

Your name

Email

Phone number