

## Sample Teacher Contact Letter

Dear Mr./Mrs. \_\_\_\_\_,

As you may know, I have signed up to be the lead grade parent for your class this year. The other grade parents, \_\_\_\_\_, and I are eager to do whatever we can to help you. Please send me a note or an email to let me know what you would like our roles to be.

We could schedule the classroom volunteers, arrange for extra supplies, organize learning experiences, or whatever else you may need. In addition, I will let you know who is scheduled to read for Hook a Book. Please let me know whether or not it would be acceptable for parents to bring younger siblings to the classroom with them, so I can pass along that information.

Once we have a better idea of what your needs are, the grade parents will meet to coordinate our efforts. Please let me know if you would like to meet with us, as well as your preference for correspondence (phone, email, notes).

The other grade parents and I are looking forward to the school year. Thank you for all you do!

Sincerely,

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