Welcome email (sample)

Subject: Welcome to Mr./Ms. XX’s \_\_\_ grade class

Hi! My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am one of three class parents in Mr./Ms. XX’s class this year.

As class parents we plan and execute all the class parties during the school year. Please remember to pay your class dues on the PTA website (www.oradellpta.org). Without these dues we cannot buy the food and supplies we need to make each party special for our kids. ***All dues must be paid by September 28th.***

If your child has a food allergy***,*** please consult the teacher and/or me ASAP so we can accommodate your child’s needs.

We’re looking forward to great school year. If you have any questions, please feel free to contact me or one of the other class parents listed below. Thanks!

Jane Doe xxx@gmail.com

Jill Doe xxx@gmail.com

John Doe [xxx@gmail.com](mailto:xxx@gmail.com)

Welcome letter (sample)

**Welcome to Mr./Ms. XX’s \_\_\_ grade class**

[Date]

Dear Mr. and Mrs. XX,

We would like to take this opportunity to introduce ourselves as class parents.

Throughout the year we plan and execute all the class parties. Please remember to pay your class dues on the PTA website (www.oradellpta.org). Without these dues we cannot buy the food and supplies we need to make each party special for our kids. ***All dues must be paid by October 6th.***

If your child has a food allergy***,*** please consult the teacher and/or me ASAP so we can accommodate your child’s needs.

We do not have your email on file. Please provide it below so we can more easily send you classroom information:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form to the class parent highlighted below.

We’re looking forward to a great school year. If you have any questions, please feel free to contact me or one of the other class parents listed below. Thanks!

Jane Doe xxx@gmail.com

Jill Doe xxx@gmail.com

John Doe [xxx@gmail.com](mailto:xxx@gmail.com)