**WELCOME EMAIL (Sample)**

EMAIL TITLE: Welcome to Ms/Mr. \_\_\_\_\_\_\_’s \_\_\_ Grade Class

Dear \_\_\_\_,

We would like to take this opportunity to introduce ourselves and inform you of some details regarding our class parties so that we can support the children in \_\_\_\_\_\_\_\_\_\_\_\_\_\_’s class. At this time, parent volunteers are not allowed in school. We will be working with the teachers to create fun ways to celebrate various events throughout the school year via crafts/zoom parties/etc.

**We will be collecting $20.00 for class parties and crafts. You may pay via VENMO to \_\_\_\_\_\_\_\_\_\_\_\_\_ or you can drop it off at \_\_\_\_\_\_\_\_\_\_\_\_\_ by Friday, October 16th.**

**WANT TO HELP?** Check the following ways that you would like to help your child’s class:

\_\_Would like to help to deliver item to students homes

\_\_Would like to help with parties via zoom (If teacher in agreement)

\_\_Would like to help put together crafts for the class

Please provide your contact email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**ANY FOOD ALLERGIES?** Please reply to this email providing us the name of your child along with their food allergies.

**ANY QUESTIONS?** We are your class parents!

List Class Parent Names, parent of (child’s name) with Email/Phone Number

Thank you for your participation and looking forward to a wonderful school year!

Your Class Parents