Dear TEACHER NAME,

Just sending a short note to introduce ourselves, we are your homeroom moms for this year. We are so excited to start this new school year with everyone.  
  
Here are our contact details:

|  |  |  |
| --- | --- | --- |
| **Name** | **Email** | **Cell phone** |
|  |  |  |
|  |  |  |
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|  |  |  |

This year we were planning on supporting the programs listed below. Are these okay with you? Are there any other types of parties or support (materials or supplies) that you would be looking for from us?

* Halloween party
* Winter holiday party
* Some type of spring party
* Teacher appreciation week
* End of year picnic

As we would like to get a head start informing the parents about the things we will be doing for the class and the collection of class party dues we were also wondering if you could possibly send out this short request for contact information to the parents as per below:

“The homeroom moms for our class have asked for everyone’s help in putting together a contact list for the class.  Can you therefore please reply directly to the homeroom mom listed below with the following information:

* Your child’s name
* your name
* your e-mail address

Please send this information to NAME at EMAIL ADDRESS”

We have also attached a list where you can fill out your favorite things as this is great to have for our planning purposes.  Could you please give this to us at back to school night?

Many thanks for your help!

Kind regards,

INSERT NAMES