Level Creek Elementary

20XX-20XX

{Teacher’s Name/Grade}

{Date}

Dear Parents,

Our names are {Classroom Coordinator’s Names}. We will be serving as Classroom Coordinators for your child’s class this year. There are many activities planned for this year and we would like each of you to have an opportunity to be involved in the fun. We will be asking for your assistance throughout the school year including donating items or assisting with class activities.

As Classroom Coordinators, we will be coordinating the Winter Party, Teacher Appreciation activities, and End of Year Party. The children will acknowledge {Teacher’s Name} birthday, as well as any special requests {Teacher’s Name} may have during the year. Please let us know if you prefer your child’s picture not be taken during events or used in class photographs. Please let us know if your child has any food allergies we need to be aware of.

Thank you in advance for your help in making this a great year at Level Creek. Please feel free to contact us with questions or concerns.

{Classroom Coordinator}

{Contact Information}