



Dear Parents and Guardians,

My name is XYZ, parent of ABC and I will be the class parent for Ms. XYZ for the 2023-2024 school year.

As the class parent, I will collaborate with Ms. Anderson to coordinate class parties and other activities as she requires throughout the year. To accomplish this, we are kindly requesting a **classroom donation of \$20 per child**. Your dues will help cover the cost of expenses associated with educational activities as well as the Fall, Winter and Year-end class party supplies, which the children greatly look forward to. (snacks, treats, décor, paper goods, drinks, etc.) Please note that individual teacher gifts for birthdays, holidays and year-end are always appreciated by the teacher but are at the discretion of each family and not included in these fees.

If you are able, please send the class dues in the envelope provided along with the form below in your child's backpack by **Friday, Sept 22**. As an added convenience, you may also send the class funds via Venmo @XYZ-123 Please txt me at (407) xxx-xxxx if you have any questions at all or would like to confirm that you sent the donation via Venmo rather than using the envelope.

Lastly, email is our best and most efficient form of communication. We do ask that you provide your email address and phone number on the form below even if you are unable to provide a donation. Please note that if you do not directly share your contact information with me, I will not be able to reach out to you for volunteer opportunities as your personal information cannot be shared with me by our teacher.

Thank you in advance for your support and I look forward to working with you throughout the school year. Once again, if you would like to receive notifications about volunteer opportunities in the classroom please reach out to me at xyx@gmail.com to be added to the volunteer communication list.

Gratefully,

Your Name

XYZ123@gmail.com (407) XXX-YYYY

-----TEAR HERE-----

Child's Name: _____

Parent's Name: _____

Email Address: _____

Phone Number: _____

____ Class Dues enclosed