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Dear Parents,

We’re excited that Halloween is coming soon! We’re getting in touch to see whether you can help with the Halloween party on <date> for <teacher’s name> class.

We are planning to provide snacks, drinks, and materials for the students to do at least two crafts during the party.

If you would like to contribute a small donation, we would be able to make these purchases. A donation of a few dollars—and no more than $5—would be great. Or, if you would like to donate a snack, please get in touch and let us know what you’d like to make.

We are easy to reach if you have any questions. Just call, text, or email.

Thanks for your time and help!

<Room mom 1 name>

<phone number>

<email>

<Room mom 2 name>

<phone number>

<email>

Throughout the year we'll be asking for parent volunteers to assist with class parties, send in items, and/or help the teacher. I know everyone’s schedule is a bit different, hope you’ll jump in when and how you can.

Please contact me anytime with any questions or comments you might have. Thank you so much for all your help and participation in our class events.

Looking forward to an exciting and fun year!

<your name>