

Sample Letter

Dear Parents or Guardians,

I am writing to inform you about the project we are starting in a few weeks. Our project is entitled [*project name*] and will progress for approximately [*duration*] weeks.

The purpose of this project is to [*project purpose*]. Your son or daughter will take on the role of [*insert roles*]. During the project they will [*gather community input, conduct research, perform experiments, prepare presentations, use the Web to gather and organize information, communicate with students in other countries, and so forth*].

Volunteers are always welcome in our classroom. Please consider helping in any number of ways:

[*guest speaker, chaperone, mentor, gathering resources, and so forth*]

Please do not hesitate to call or e-mail if you have any questions. The best time to reach me is [*time*].

Sincerely,
[*teacher name*]
[*school telephone number*]
[*e-mail address*]

[*Note: If parent permission is necessary, add the following to the bottom of the letter.*]

I grant permission for my son or daughter _____
(print student name)
to participate in the [*project name*].

(signature of parent/guardian) Date _____

Please return to [*teacher name*] by [*date*].