

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[PTA or School Name]
[School Address]
[City, State, Zip Code]

Dear [PTA Chairperson/Name],

I am writing to acknowledge the appointment I received as a member of the Parent-Teacher Association (PTA) for the [School Name]. I am grateful for the opportunity to contribute to our school community and support our students and teachers.

I understand that my role involves [brief description of responsibilities or role]. I am excited to collaborate with fellow members and work towards achieving our goals for the upcoming year.

Thank you for this opportunity. I look forward to contributing positively to the PTA.

Sincerely,

[Your Name]

[Your Position, if applicable]