

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Introduction – Teacher to Parents – Pre-K/Kindergarten

Dear :

I hope that everyone had a great summer. I know that this is a very exciting time for you and your family. It is not everyday that your child starts the very first day of their academic career. I wanted to take this moment to welcome you to {name }. My name is {name }. I have been a kindergarten teacher for 18 years. Each year is just as exciting as the one before it; and I truly enjoy meeting each new batch of kindergarteners. Here at {name }, we believe that each student is a special individual and take the time to properly ensure that each child receives the proper attention to develop into its best. During your child's first year at {name }, we will be doing many exercises to ensure this. I have included a tentative schedule of your child's daily activities. As you see, there will be the typical alphabet, numerical, and color/shape lessons, but we have also included activities to foster sharing, etiquette (we believe its never to early to start), health and nutrition, and creativity.

If you have any questions, please feel free to visit, call, or e-mail me.

Sincerely,

N A M E