

Dear Parent(s)/Guardian(s),

I am _____, your child's teacher for the upcoming school year. I would like to begin with congratulating you for your son's/daughter's admission to the new session!

I am really looking forward to working with you to help your child succeed in both academics and extra-curricular activities. I have been teaching for 5 years now, but every new session feels like a fresh new beginning for me. I am sure you are too looking forward to your child's first day of school with equal joy and excitement!

In order to do my best as a teacher, any information to help guide me would be excellent! Please feel free to share any details or likes/dislikes you think may benefit your child.

If you have any concerns or queries, just let me know!

My email address: _____

Yours Sincerely,