

Dear \_\_\_\_\_ ,

It is a pleasure to have your child in my class this year. I am looking forward to working with you and your child as you prepare for the first day at school.

Before \_\_\_\_\_ (Present school name) I was teaching in \_\_\_\_\_ (Previous school name). This is my 2<sup>nd</sup> year as a grade \_\_\_\_\_ teacher. I have always believed that when I teach, I also learn. So, my growth is only possible when I and my students become one team in the entire process of learning.

I am always amazed how the youngest of learners are able to shine bright with the constant support of parents and teachers. So, I am looking forward to stay in touch with you as your child learns how to reach for the stars.

Yours Sincerely