

Dear Parents/Guardian,

My name is _____ and I have been teaching in _____ (school name) for over 7 years. I welcome you and your child to our little family at (school name) as I look forward to helping your child reach his/her full potential.

My objective as a teacher is to guide your child towards success, both academically and personally. I will do my best to ensure your child's attentive participation in class. I also look forward to your cooperation in this whole process, so we can work together to help your child excel and grow in the best possible way.

Please feel free to write to me, as I'd love to stay in touch discussing your child's progress in the upcoming session.

Best wishes