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Dear Parent(s)/Guardian(s),

My name is \_\_\_\_\_\_\_\_\_\_\_\_ and I am so happy to be a part of the \_\_\_\_\_\_ grade team. Most of all, I am thrilled to teach your child for the upcoming session!

It’s going to be a fun-filled year, packed with lots of learning and new adventures. I can’t wait to get to know your child and share what’s all is in store for the coming year. But, before that I would love to introduce myself. I was born in \_\_\_\_\_\_\_\_ and did my graduation from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I live in \_\_\_\_\_\_\_\_\_\_ and started teaching almost 3 years ago.

The first day of school has arrived and I’m sure your mind is racing with questions. However, it’s time to take a deep breath and calm down. Your child is in good hands and I am sure we’ll work together as a team to making his new learning journey as smooth and amazing as possible.

I am so happy to welcome your child to the first day of school! Looking forward to hearing from you and kick starting your child’s first day of school in the most awesome way!

Have a great day!

 Sincerely

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Teacher’s name)