



Hi, [PARENT/GUARDIAN NAME]

My name is [INSERT YOUR NAME], and I am thrilled to have [INSERT STUDENT'S NAME] in my class this year. [INSERT A SENTENCE OR TWO ABOUT YOUR BACKGROUND HERE - WHERE YOU WENT TO SCHOOL, HOW LONG YOU'VE BEEN TEACHING, A FUN FACT OR TWO ABOUT YOURSELF, ETC.].

I have many fun and engaging activities planned for our year together and am really looking forward to getting to know you and [INSERT STUDENT'S NAME]. You know your child best, and open parent-teacher communication will help me help your child. I'm excited to partner with you in [INSERT STUDENT'S NAME]'s education. If you have any questions or concerns throughout the school year, please don't hesitate to contact me. The best way to get in touch with me is [INSERT BEST TIME OF DAY/PREFERRED METHOD].

I can't wait for the exciting year of learning ahead! Nice to Meet You!

Sincerely,

*Name*

email

