

[Your Preschool Name]
[Your Preschool Address]
[City, State, Zip Code]
[Date]

Dear Parents and Guardians,

We hope this letter finds you well! We are excited to share our upcoming activities and educational themes for the month of [Month].

****Theme of the Month:**** [Theme]

****Focus Skills:**** [e.g., Colors, Numbers, Shapes, Social Skills]

****Upcoming Activities:****

- [Date] - [Activity/Field Trip Description]
- [Date] - [Craft/Art Project]
- [Date] - [Special Event/Guest Speaker]

****Reminders:****

- [Any needed supplies or items]
- [Important dates/events to remember]
- [Additional information]

Thank you for your continued support in making [Preschool Name] a wonderful place for our children to learn and grow!

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]