

[Your Name]  
[Your Position]  
[Preschool Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. We are excited to welcome you to [Preschool Name] for the [upcoming school year/program/special event].  
[Brief introduction about the preschool and its mission.]

As we prepare for [specific event or school year], we would like to provide you with some important information regarding [topics such as enrollment, curriculum, supplies needed, or upcoming events].

[Details regarding the topics mentioned above.]

We believe that fostering a partnership between the preschool and families is essential for the growth and development of our children. We encourage you to reach out with any questions or concerns you may have. Thank you for choosing [Preschool Name]. We look forward to working together to create a nurturing and educational environment for your child.

Warm regards,

[Your Name]  
[Your Position]  
[Preschool Name]