

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Middle School Staff"],
I hope this letter finds you well. My name is [Your Name], and I am the parent/guardian of [Child's Name], who is entering [Grade] at [School's Name] this upcoming school year.

[Briefly introduce your child, mentioning their interests, hobbies, or any relevant information that helps the school know them better.]

We are excited for [Child's Name] to be part of the [School's Name] community and are looking forward to a rewarding academic year. Please feel free to reach out if you need any further information or have any recommendations to ensure a smooth transition.

Thank you for your dedication and support.

Sincerely,

[Your Name]
[Relationship to Child]