

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
[Teacher's Name]
[School's Name]
[School's Address]
[City, State, Zip Code]
Dear [Teacher's Name],
I hope this message finds you well. I am writing to introduce a new student who will be joining our class.
Name: [New Student's Name]
Previous School: [Previous School's Name]
Interests: [Briefly describe the new student's interests or hobbies]
Reason for Moving: [Optional: mention reason for moving or joining the new school]
We believe [New Student's Name] will be a wonderful addition to our class community and hope you can help make their transition as smooth as possible.
Thank you for your support.
Sincerely,
[Your Name]
[Your Contact Information]