

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

Dear Parents,

I hope this message finds you well. As we approach the upcoming holiday season, I wanted to share some important information and upcoming events that we have planned.

[Details about the holidays, events, or activities planned for students]

[Any information regarding special assignments or projects related to the holidays]

[Suggestions for ways parents can get involved or support their children during this time]

We appreciate your ongoing support and look forward to celebrating this joyous season together.

Warm regards,

[Your Name]

[Your Position]

[School/Organization Name]