

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, ZIP Code]

Dear [Parent's Name],

Welcome to [School Name]! We are excited to have your child, [Child's Name], join our school community for the [school year/semester].

At [School Name], we strive to provide a nurturing and challenging environment that encourages all students to reach their full potential.

We believe in fostering strong partnerships with parents and families to support our students' success.

We invite you to attend our upcoming orientation session on [date and time], where you can meet our staff, tour the school, and learn more about our programs and resources.

Please do not hesitate to reach out if you have any questions or need assistance. We look forward to a wonderful year ahead!

Warm regards,

[Your Name]

[Your Title]

[School Name]

[School Phone Number]

[School Email Address]