

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well. As a valued member of our school community, I wanted to take a moment to communicate with you regarding your child's participation in extracurricular activities at [School Name].

[Insert information about the specific extracurricular activity, including the schedule, any upcoming events, and how parents can support their child's involvement.]

We believe that extracurricular activities play a vital role in the overall development of our students. They provide opportunities for social interaction, skill development, and personal growth.

If you have any questions or concerns, please do not hesitate to reach out. We appreciate your support in encouraging your child's participation in these enriching experiences.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]