

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

Dear [Parent's Name],

As we approach the end of the school year, I wanted to take a moment to reflect on the wonderful experiences we've had in [grade/class name] this year. I am grateful for your support and collaboration throughout the year.

This year, your child has shown remarkable growth in various areas including [academic subjects, social skills, or specific achievements]. It has been a joy to see their enthusiasm for learning and their impressive progress.

As summer approaches, I encourage you to continue fostering your child's love of learning by [suggestions for summer activities, such as reading, exploring nature, or educational games].

Please keep an eye out for [important dates, such as report card distribution, summer reading challenges, or next year's enrollment information].

Thank you for being an integral part of our classroom community. I wish you and your family a wonderful summer filled with adventure and relaxation.

Warm regards,

[Your Name]  
[Your Position]  
[Contact Information]  
[School's Website]