

[School Letterhead]
JFK High School
[Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]

Dear Parents and Guardians,

We hope this letter finds you and your family well. As we approach the upcoming school year, we want to take this opportunity to share some important information and updates regarding our programs and initiatives at JFK High School.

[Brief introduction about the school year, any new staff, or changes in administration.]

We are excited to announce our upcoming events, including [event names and dates]. These events aim to foster a sense of community and enhance student engagement. We encourage all parents to participate and support our students.

Additionally, we would like to remind you about the importance of [specific program, policy, or initiative, e.g., attendance, homework policies, etc.]. Your cooperation is vital in ensuring the success of our students.

Please mark your calendars for our annual Back-to-School Night on [date], where you will have the chance to meet your child's teachers and learn more about their classes.

Should you have any questions or need assistance, please do not hesitate to reach out to us at [contact information]. We look forward to another successful year and appreciate your continued support in fostering our students' education.

Thank you for being a vital part of our JFK High School community.

Warm regards,

[Principal's Name]

Principal

JFK High School

[Contact Information]