

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

[Parent's Name]  
[Parent's Address]  
[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well! I wanted to take a moment to share some exciting updates about what we have been learning in kindergarten this week.

[Insert brief overview of topics covered, activities, and any important announcements or upcoming events.]

Please remember to check your child's backpack for any important forms or reminders.

Thank you for your continued support and involvement in your child's education. If you have any questions or concerns, feel free to reach out to me.

Warm regards,

[Your Name]  
[Your Title/Position]  
[Contact Information]