

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Principal's Name]
[School's Name]
[School's Address]
[City, State, ZIP Code]

Dear [Principal's Name],

I hope this message finds you well. My name is [Your Name], and I am the parent of [Child's Name], who is currently in Kindergarten at [School's Name].

[Introduction Paragraph: Briefly express your purpose for writing, any relevant details about your child, and establishing a connection.]

[Body Paragraph: Share specific concerns, suggestions, or feedback regarding your child's experience, classroom environment, or school programs.]

[Closing Paragraph: Thank the principal for their attention, express willingness to discuss further, and provide your contact information if necessary.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]