

[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],

Subject: Notification of Kindergarten Attendance

I hope this message finds you well. I am writing to formally notify you about the attendance of my child, [Child's Name], in Kindergarten for the [academic year/term].

[Briefly explain any relevant details, such as reasons for attendance, special needs, or other pertinent information.]

We look forward to a productive school year and appreciate your support.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Relationship to Child]