

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

Dear [Parent's Name],

I hope this letter finds you well! I wanted to take a moment to share some exciting news about our kindergarten classroom this month.

[Insert details about classroom activities, upcoming events, or specific student achievements.]

Please feel free to reach out with any questions or concerns. We look forward to continuing our partnership in your child's education.

Warm regards,

[Your Name]  
[Your Title]