

[Your Name]  
[Your Position]  
[Kindergarten Name]  
[School Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear Parents/Guardians,

As we approach the end of the school year, I would like to take this opportunity to reflect on the wonderful journey your child has embarked on in kindergarten. It has been a year of growth, exploration, and joy.

Child's Name: [Child's Name]

Summary of Achievements:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Social and Emotional Development:

[Comment on child's interactions, friendships, and emotional growth.]

Academic Progress:

[Discuss literacy, math, and other subjects as applicable.]

Skills Developed:

- [Skill 1]
- [Skill 2]
- [Skill 3]

Looking Ahead:

As your child transitions to [Grade 1 or next level], I encourage you to continue supporting their love for learning.

Thank you for your support throughout the year. It has been a pleasure watching your child grow and thrive.

Warm regards,

[Your Name]  
[Your Position]