

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

Dear [Teacher's Name],

I hope this letter finds you well! My name is [Your Name], and I am [Child's Name]'s parent. I wanted to take a moment to introduce myself and share some information about [Child's Name].

[Child's Name] loves [mention something your child enjoys, e.g., animals, drawing, reading]. They are excited to start kindergarten and make new friends!

If you have any questions or need any information from me, please feel free to reach out. I'm looking forward to a wonderful year ahead!

Thank you for all you do!

Sincerely,

[Your Name]

[Your Phone Number]