

[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 letter finds you well. I am writing to express my enthusiasm for the kindergarten teaching position at [School's Name]. With my background in early childhood education and a passion for fostering young minds, I am excited about the opportunity to contribute to your school community.

[Insert a brief paragraph about your qualifications, experience, and teaching philosophy.]

I look forward to the possibility of discussing how I can contribute to the success of your kindergarten program. Thank you for considering my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]