

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 excitement and gratitude as we approach the kindergarten graduation ceremony for my child, [Child's Name], scheduled for [Date of Ceremony]. This special occasion marks a significant milestone in their educational journey.

I would like to offer my assistance in any way possible to help make the ceremony a memorable event for our children and families. Please let me know if there are specific areas where volunteers are needed, such as decorations, refreshments, or coordination of activities.

Thank you for your dedication and support of our children throughout their kindergarten experience. I look forward to celebrating this joyous occasion with the entire school community.

Sincerely,

[Your Name]  
[Your Contact Information]