

[School Name]
[School Address]
[City, State, Zip Code]
[Date]

Dear Parents and Guardians,

Welcome to [School Year] at [School Name]! My name is [Teacher's Name], and I am excited to be your child's kindergarten teacher this year. In our classroom, we will embark on a wonderful journey filled with learning, creativity, and fun. Our daily activities will include [briefly mention subjects/activities, e.g., reading, math, art, outdoor play, etc.], allowing your child to explore and grow in a nurturing environment.

I believe that open communication is essential for your child's success. I encourage you to reach out with any questions or concerns you may have throughout the year. You can contact me at [your email] or [your phone number].

To kick off the year, we will have a meet-and-greet on [date and time]. This will be a great opportunity for you to meet me, learn more about our classroom, and ask any questions.

I am looking forward to a fantastic year ahead and can't wait to meet you and your child!

Warm regards,
[Teacher's Name]
[Title/Position]
[School Name]