

[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 the parent of [Child's Name], who is in LKG. I wanted to take a moment to express my appreciation for the wonderful things you are doing in class. [Optional: Add a specific example of something positive you've noticed in your child's learning.]

I also have a few questions regarding [Any specific topic or inquiry]. I would appreciate any guidance you could provide.

Thank you for your dedication to nurturing and teaching our children.

Warm regards,

[Your Name]  
[Your Contact Number]