

[Your School's Letterhead]

[Date]

Dear [School Community/Specific Recipient's Name],

We are excited to announce that [Teacher's Name] will be joining our music department as the new [specific position, e.g., music teacher, band director, etc.] starting [start date].

[Teacher's Name] brings a wealth of experience and a passion for music education that we believe will greatly benefit our students. With [brief background about the teacher's experience, qualifications, or achievements], we are confident that [he/she/they] will inspire our students and cultivate their love for music.

Please join us in welcoming [Teacher's Name] to our school community. We look forward to the amazing things ahead!

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]