

[Your School Name]  
[School Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Date]

[Parent's Name]  
[Parent's Address]  
[City, State, Zip Code]

Dear [Parent's Name],

I hope this message finds you well. I am writing to inform you about  
[specific reason for notification, e.g., upcoming events, student  
progress, attendance issues].

[Provide details about the notification, including any relevant dates,  
actions needed, or information about the student.]

It is important for [Student's Name] to [mention any specific guidance or  
encouragement for the student]. Your support is greatly appreciated, and  
together we can help [Student's Name] succeed.

If you have any questions or concerns, please feel free to reach out to  
me at [your phone number] or [email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your School Name]