

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

Dear Parents/Guardians,

I hope this message finds you well. We are excited to share some important updates and information regarding your child's experience in the Early Years Foundation Stage (EYFS).

****1. Upcoming Events:****

- [Event Name] on [Date & Time]
- [Event Name] on [Date & Time]

****2. Learning Focus:****

This term, we will be focusing on [specific theme/topic]. You can support your child's learning at home by [suggestions/activities].

****3. Reminders:****

- Please ensure your child brings [items needed] every day.
- [Any other reminders or important information].

We appreciate your continued support and involvement in your child's education. If you have any questions or concerns, please do not hesitate to reach out.

Warm regards,

[Your Name]
[Your Position]
[Your School/Setting Name]