

[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 your kindergarten class.

I wanted to take a moment to express my appreciation for all the hard work you do with the children. [Child's Name] has been excited about learning and talks about your class every day!

If there is anything you need from me or any way I can support you, please let me know. I look forward to a great school year!

Thank you!

Sincerely,

[Your Name]

[Your Phone Number]