

[Your Name]  
[Your Position]  
[Preschool Name]  
[Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

Dear [Parent/Guardian's Name],

I hope this message finds you well. I wanted to take a moment to share some important information and updates regarding your child, [Child's Name], and our upcoming activities in the preschool.

[Insert brief information about recent events, classroom activities, or any relevant news.]

We would also like to remind you about [any upcoming events or important dates]. Your participation is greatly appreciated!

If you have any questions or concerns, please feel free to reach out to me directly.

Thank you for your continued support!

Best regards,

[Your Name]  
[Your Position]  
[Preschool Name]