

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

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization/School]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Z-Kid Notification

I hope this message finds you well. This letter is to formally notify you that [Child's Name], a student in [Grade/Class] at [School Name], will be participating in the Z-Kid program starting on [Start Date].

[Provide any relevant details about the program, including schedule, activities, and any specific requirements or responsibilities.]

If you have any questions or need further information, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Relation to Child]