

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

Dear [Parents/Guardians],

I hope this message finds you well. I wanted to take a moment to share some updates regarding our classroom activities and your child's progress in special education.

**\*\*Classroom Highlights:\*\***

- [Recent classroom activities or projects]
- [Special events or celebrations]
- [Collaborative learning opportunities]

**\*\*Student Progress:\*\***

- [General observations about student growth]
- [Specific achievements or milestones]
- [Areas for continued focus or improvement]

**\*\*Upcoming Events:\*\***

- [Important dates and events]
- [Parent-teacher conferences or meetings]
- [Opportunities for family involvement]

As always, please feel free to reach out if you have any questions or concerns. Thank you for your continued support!

Warm regards,

[Your Name]  
[Your Title]  
[School Name]  
[Contact Information]