

[Your Nursery's Letterhead]

[Date]

Dear Parents/Guardians,

Subject: [Subject of the Communication]

We hope this message finds you well. We would like to take this opportunity to share some important updates and information regarding [specific event, upcoming activity, or topic].

[Briefly explain the purpose of the letter, including any key details.

For example: "We are excited to announce that we will be celebrating our annual Family Day on [date]. This event will include various activities for children and parents to enjoy together."]

Please remember:

- [Detail 1: Time/Location/Any requirements]
- [Detail 2: Items to bring, if applicable]
- [Detail 3: Any additional notes or reminders]

Should you have any questions or require further information, please do not hesitate to contact us at [phone number] or [email address]. We appreciate your support and involvement in making our nursery a wonderful space for our children.

Thank you and we look forward to seeing you soon!

Warm regards,

[Your Name]

[Your Position]

[Your Nursery's Name]

[Contact Information]