

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

[Teacher's Name]  
[Nursery/School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Teacher's Name],

I hope this message finds you well. I am writing to inform you about my child's progress and to discuss any necessary training or support they may require as they continue their journey in nursery.

Child's Name: [Child's Name]

Age: [Child's Age]

Class/Group: [Class/Group Name]

Areas of concern:

1. [Concern 1]
2. [Concern 2]
3. [Concern 3]

I believe it may be beneficial for us to collaborate on a training plan that encompasses:

- [Training suggestion 1]
- [Training suggestion 2]
- [Training suggestion 3]

Please let me know your availability for a meeting to discuss this further. I appreciate your dedication to nurturing and educating our children.

Thank you for your support!

Warm regards,

[Your Name]

[Your Relationship to Child]