

[Your Letterhead or Logo]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

****Subject: Nursery Training Reminder****

We hope this message finds you well! This is a friendly reminder regarding your child's upcoming nursery training session scheduled for [date and time].

Please ensure that your child is prepared with the following:

- Comfortable clothing suitable for activities
- A water bottle
- Any necessary items (e.g., snack, diaper, etc.)

We are excited to see your child and look forward to a fun-filled day of learning and play!

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

Best regards,

[Your Name]

[Your Title/Position]

[Nursery/School Name]

[Contact Information]