

[Your Name]
[School]
[Street Address]
[City, State, Post Code]
October 23, 2006

[Recipient Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I want to welcome your child, [Name], to [grade/class]! I'm excited about the opportunity to get to know you as well and I'm looking forward to a happy and productive school year.

This year we will focus on the following curriculum areas:

- [Curriculum area]
- [Curriculum area]
- [Curriculum area]
- [Curriculum area]
- [Curriculum area]

Please have your child bring the following supplies to school before [date]:

- [Supply item]
- [Supply item]
- [Supply item]
- [Supply item]
- [Supply item]

The students have established a set of class rules and expectations and have agreed to follow them. The rules and expectations for [grade/class] are:

- **Class Rules**
- **Class Rules**
- **Class Rules**
- **Class Rules**

My homework policy is [homework policy].

My grading policy is [grading policy].

Upcoming school events you should be aware of include:

- [Event] [Date]
- [Event] [Date]
- [Event] [Date]
- [Event] [Date]
- [Event] [Date]

Please mark these dates on your calendar. I hope you will make it a priority this year to attend as many school-sponsored events as possible.

We welcome visitors to our classroom, and we always appreciate parents volunteering to help out. Some volunteer opportunities that will be available this year are:

- [Opportunity]
- [Opportunity]
- [Opportunity]
- [Opportunity]
- [Opportunity]

If you have any questions or concerns, please contact me by e-mail or phone. I also welcome appointments to meet in person. You can contact me at [**phone number**] or [**e-mail address**].

Let's work together to make this the best year ever!

Sincerely,

[Your Name]
[Title]