# Welcome Letter to Parents

To:
From:

Subject:

Hello Parents,

Welcome to the [School Name] family! We are very excited to start our new batch of [Year]. Each year we are delighted to take in your sons and daughters to [School Name] as their energy and passion drive us too.

As an [Position] of the [School], I start my [number] year with your child. I am honoured to be able to serve in this capacity for so many years. We have always had an excellent parent-teacher relationship which we have every intention of maintaining in the future too. We will be communicating to you throughout the year through emails, notes, phones, messages, reports, and newsletters.

The faculty has prepared an exciting year ahead for your child. We are looking forward to a wonderful year ahead.

Regards,
Your Name

BEST
LETTER TEMPLATE