Name Prefix Parent Last Name  
Address Line 1  
City, State Zip

I want to take this opportunity to introduce myself and express my excitement about working with Student Name this year. I love teaching grade school because I care deeply about each of my students. I believe students can grow and develop by examining the issues we cover in class.

Information about the class is provided in the syllabus attached to this email. Please read that syllabus and sign the detachable portion on the bottom of this note in order to indicate your understanding and support of the classroom system. There is also space provided for you to express any questions, concerns or comments. Students should return that portion to me.  
  
Also note that if you ever have any comments, questions or concerns, I am available for phone calls and meetings (by appointment please) each day before and after school.   
  
I am excited about working with your child. I welcome questions or comments, and am looking forward to a great year!  
  
Sincerely,

Linda Kim