

*(Sample Letter #1, which the student receives from the teacher, prior to the first day of school)*

Dear \_\_\_\_\_,

My name is Mrs. Murphy, and I am going to be your kindergarten teacher this year at ABC School.

Please remind your parents that there will be an important meeting for families and caregivers on September 1, 7 p.m. in Room 3 of ABC School.

I am looking forward to meeting you on the first day of school. You may visit the classroom with your parents on Friday, July 21 from 8:30-10:30 am.

I'll see you soon with a bright happy smile. I am enclosing a little picture of myself, so that you will recognize me when you come on the very first day of school.

Love,

Mrs. Murphy

Sample Letter #1: Teacher to Student