

Introduction Letter to the Teacher

Dear _____,
(Teacher's name)

I am writing to introduce you to my child, _____
(Your child's name)

is _____
(List of adjectives that describe your child)

I would like to see my child get off to a great start this year and to feel confident in his/her scholastic endeavors with a sense of success from his/her work.

He/she is good at:

(List of your child's strengths - e.g., creative, athletic, etc.)

He/she likes to:

(List adjectives such as sports, reading or drawing)

This summer he/she learned to

(List at least one thing, such as swim or scrapbook)

My child thinks school is:

(Write a sentence that explains how your child feels about school. Does he/she like it? Why/Why not?)

I want _____ to be happy and to feel secure this school year. I would like to request your help in encouraging my child to reach his/her goals and his/her potential, as well as helping him/her believe in him/herself.

(Your child's name)

I know that it is important for us to work as a team and to have good communication between home and school. I would like to meet with you as soon as possible to discuss:

1. How to get my child off to a good start with school.
2. What his/her problem areas and needs are.
3. How we can work together as a team to help _____ reach this year's goals, and
4. What our family can do to support you this school year.

(Your child's name)

I can be reached at the following phone numbers:

(Your work phone number)

(Your home phone number)

or by email at: _____
(Your email address)

Please contact me at your earliest convenience to schedule our meeting.

Sincerely,

(Your signature)