

# Introduction Letter to the Teacher

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

(Teacher's name)

I am writing to introduce you to my child. \_\_\_\_\_ is  
(Your child's name)

\_\_\_\_\_  
(List of adjectives that describe your child)

I would like to see \_\_\_\_\_ get off to a good start this year  
(Your child's name)

and I would like him/her to feel confident in his/her scholastic endeavors and realize success from his/her work.

He/she is good at:

\_\_\_\_\_  
(List your child's strengths – e.g., creative, athletic, etc.)

He/she likes to:

\_\_\_\_\_  
(List adjectives such as sports or drawing)

This summer he/she learned to:

\_\_\_\_\_  
(List at least one thing, such as "swim")

My child thinks school is:

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

I want \_\_\_\_\_ to be happy and to feel secure this school year. I would like  
(Your child's name)

to request your help in encouraging my child to reach his/her goals and his/her potential, as well as in helping him/her believe in him/herself.

I know that there needs to be good communication between the home and the school and that we need to be a team that works together. Please let our family know how we can help our child get off to a good start with school and how we can support you this school year!

I can be reached at the following phone numbers:

The number at work is \_\_\_\_\_. I am there between \_\_\_\_\_.  
(Your work phone number) (Your days/hours)

My home phone number is \_\_\_\_\_ and the best time to reach me is  
(Your home phone number)

\_\_\_\_\_  
(List the time of day you can be reached)

Sincerely,

\_\_\_\_\_  
(Your name)