

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)

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 would like to see _____ get off to a good start this
(Your child's name)

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

I want _____ to be happy and to feel secure in
(Your child's name)

his/her school environment. I would like to work with you in helping

_____ reach his/her goals and his/her potential, as
(Your child's name)

well as helping him/her believe in him/herself.

I feel very strongly that there needs to be good communication between the home and the school and that we need to be a team that works together.

I would like to meet with you as soon as possible to discuss:

1. How to get _____ off to a good start with school.
(Your child's name)

2. What his/her problem areas and needs are.

3. How we can work as a team to help _____ reach
(Your child's name)
this year's goals, and

4. _____
(List other items you'd like to discuss)

I can be reached at the following phone numbers: The number at work is

_____. I'm there between _____.
(Your work phone number) (Your work hours/days)

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

is _____.
(List the time of day you can be reached)

Please give me a call at your convenience.

I look forward to meeting you.

Sincerely,

(Your name)