Dear [Parent’s/Guardian’s Name],

[State your reason for writing. Acknowledge the approaching last day of school.]

[Reflect on the school year. What lessons or activities stood out? What is a special memory with this student in particular that you can share?]

[State how much you have enjoyed getting to know the parent/guardian. Thank the parent/guardian for their involvement in the classroom.]

[Offer tips to keep learning fresh over the summer. What activities can they do as a family to help the child remember things they learned?]

[Invite the family to stay in touch. You can ask them to visit you in the classroom, send a letter or contact you by phone, email or on social media.]

[Include a statement looking positively to the future. Wish them well in kindergarten and/or wish them a great summer vacation.]

[Closing],

[Your Name]

