

Sample Teacher-to-Family Email Introduction

Good day!

My name is _____, and I will be your child's teacher this year. I am excited to meet you and your family and am looking forward to building a relationship with your child. It's always exciting to support students as they learn, grow, and flourish. So much can happen in a year and by working together, we can make it a good one.

A little about me:

- I currently reside in _____ with _____.
- I was born and raised in _____.
- I spend my free time _____.
- I love teaching because _____.
- Some of the big goals I have for our class this year are _____.

I will communicate with you on a regular basis through [**an email newsletter/class website/notes**]. The email newsletter this week focuses on getting to know each other and routines and procedures for our classroom.

If you have questions or would like to talk together about your child and their learning, please let me know by email or phone so we can arrange a time that works for you. My email address is _____, and my school phone extension is _____.

I am looking forward to Back to School Night and our first day of school. I hope you are, too!

Sincerely,
