

To: Parents and Guardians
From: Ms. M. Elizabeth Schababerle
Regarding: Students in (insert class name)

Dear Parents & Guardians,

I am excited to have the privilege of teaching such a wonderful group of students this year. This year, we will be going over (somewhat-detailed explanation of course material). During class, I will encourage the students to collaborate with each other on many projects, as well as to develop their own critical thinking skills.

I look forward to getting to know each of the students, and to help guide them on their journey to adulthood. Together, we can lead them towards the road to success in this ever-changing world.

Sincerely,

Liz Schababerle