

Professional Welcome Letter Template

Subject: Introduction to [Preschool Name] and Our Staff

Dear Parents,

Welcome to [Preschool Name]. We are excited to have your family join our school community. Our experienced teachers and staff are committed to fostering your child's development academically, socially, and emotionally.

Enclosed you will find an introduction to our staff, classrooms, and daily routines. We encourage you to schedule a visit to meet the teachers and explore the learning spaces.

Sincerely,

[Director Name]

[Preschool Contact Information]

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