

# Sample Parent Letters

Read the following letters to parents. Edit and add information to personalize the message.

## Letter 1:

To: The Parent(s) of (insert name of the child)

From:

Subject: Creativity and Imagination

"Inventive Thinking Lesson Plans" is a school activity which promotes analytical and creative thinking and problem solving. You and (insert lastname of spouse with tittle Mr. or Mrs. Or Ms.) can enjoy this project at home with (insert name of the child) by encouraging creative ideas, letting (insert pronoun him or her) share ideas with the family, and by assisting (insert pronoun him or her) with making models of (insert possessive pronoun his or her) inventive ideas.

Your child (insert name of the child) will be asked to survey you, (insert possessive pronoun his or her) friends, and other family members to discover a problem that needs solving. Perhaps the cap is always left off of the toothpaste or (insert name of the child) is always losing *sneakers, pencils or mittens*. We hope that once the children find problems to solve, they will begin thinking of many ideas that might solve those problems. When they do this, they will be combining many of the skills learned in science, social studies, language, writing, art, library, math, and more. Thank you for your support in this special and imaginative adventure in learning. You will be receiving more information during the school year.

Sincerely,

(insert your name)

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## Letter 2:

Dear (insert name of Parent/Guardian),

Your child, (insert name of the child), is about to embark upon a very special and exciting journey!

In the weeks ahead, the focus of study for our class will be *migrating songbirds* and the many challenges-both natural and unnatural-- that are threatening their survival. Along with the students in my class, (insert name of the child) will watch Bill Kurtis and his New Explorers team as they follow the birds' migration from South America to their summer homes in the forests of southern Illinois. Activities in and out of the classroom will help (insert name of the child) explore the migration phenomenon and the important relationship between forest fragmentation and declining songbird populations.

(insert name of the child) will team up with (insert name of the child's buddy) to map the migration patterns of some popular songbirds. They will then plan a research study to find out how (insert a few words e.g. "*birds survive their long flights*"), and adapting architectural plans to make them more friendly for migrating birds. Students will play a game to

*demonstrate the role of songbirds in the food chain.* They will also be backyard birders and get involved in counting bird populations here at home!

We ask that you and (insert lastname of spouse with tittle Mr. or Mrs. Or Ms.) join our class by being a part of your student's educational experience. Help us gather pictures for our journals, donate materials for our investigations, and read some of the many books about songbirds with us. If you have traveled along a songbird's major migration route or have studied some of our related topics, volunteer to come in and share your experiences with us.

Please take some time to discuss our lessons with (insert name of the child). You can enhance (insert name of the child)'s learning by visiting the library to find out more about songbirds. For even more fun, plan a meal at home with a songbird theme! And with (insert name of the child), watch for information about songbirds and forest fragmentation in the news. You may be surprised by how much is out there!

I hope you and (insert name of spouse) will remain informed of what is going on in the classroom, and as excited about this exploration as we are!

Sincerely,

(insert your name)

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### **Letter 3:**

Dear (insert name of Parent/Guardian),

During the next (insert number) weeks, we will explore the relationship between \_\_\_\_\_ and agriculture. We will focus on the importance of \_\_\_\_\_ – or the variety of life on Earth – to our lives, in particular to the food we eat and to farming. We will investigate food webs, farming impacts on \_\_\_\_\_, origins of different foods and various farming methods around the world. I encourage you to ask (insert name of the child) about what (insert pronoun either he or she) is learning about \_\_\_\_\_, and to share with them whatever experiences you have on these themes.

This unit will consist of conducting research, growing a school garden, participating in a field trip to a local farm, writing, developing oral and poster presentations, tracking food consumption and creating personal reflections. We will host a final wrap-up celebration showcasing the students' projects on (insert date) at (insert time). We hope you can attend.

If you are available to assist with any of the activities, please contact me at (insert phone number and/or email address).

For more information about this unit, please visit (insert the URL address of a webpage on your LHUPnet website) and about \_\_\_\_\_ in general, please visit the \_\_\_\_\_ website (include its URL Address here).

Sincerely,

(insert your name)

## Format and Layout of Letter

### Sample 1:

Letterhead must be used. Header is used so that the first page of your letter will display name of your school, the school logo, your personalized logo, and/or your own picture. Footer can be used so that the primary address remains on every page.

YOUR LOGO HERE	Company Name
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May 6, 2002

**[Recipient Name]**  
**[Title]**  
**[Company Name]**  
**[Street Address]**  
**[City, ST ZIP Code]**

Dear **[Recipient Name]**:

Thank you for choosing **[Company Name]** for your **[business type]** needs. We are confident that you will be very satisfied with the services that we offer.

The literature we have enclosed will assist you in making the most of our services. If you have any questions, please feel free to contact us. Your account manager, **[Name]**, can be reached at **[phone number]**. Your account number is **[account number]**. When you call, please have it on hand so that we can expedite your requests.

As your needs change, we will be happy to help you evaluate those needs and offer you the services that will help you achieve your new goals. Again, thank you for choosing **[Company Name]**.

Sincerely,


**[Your Name]**  
**[Title]**



Enclosure:

Size | Address • Address 2 • Phone: 555.555.0125 • Email address

**Sample 2:**

Template can be used. The first page of your letter may be formatted so that the primary address and left border elements remain on the first page. Subsequent pages use the light blue wavy background only. You may wish to remove the background from page 2-forward.



  
**Name or Organization • 123 West Chippewa St, Suite 456 • Pembina, ND 58271**  
**Phone: 701.111.2222 • Fax: 701.333.4444 • www.yoursite.org**  


February 28, 2009

Recipient Name  
Address  
City, State, Zip

Hey You,

R'syay ouryay objay etay aketay epastay owardstay optimizingyay ouryay olutionsstay asyay artpay ofyay ouryay usinesstay anplay etay acilitatefay ouryay e-marketstay asyay ayay omponentstay ofyay ouryay anplay etay asteway ayay etay ofyay imetay inyay eetingsstay. Eway evolutionizeray evolutionaryyay ortalsstay, ouryay et-relationshipsstay, andyay infrastructuresstay etay allowyay usyay etay etterstay envesay ethay universeyay.

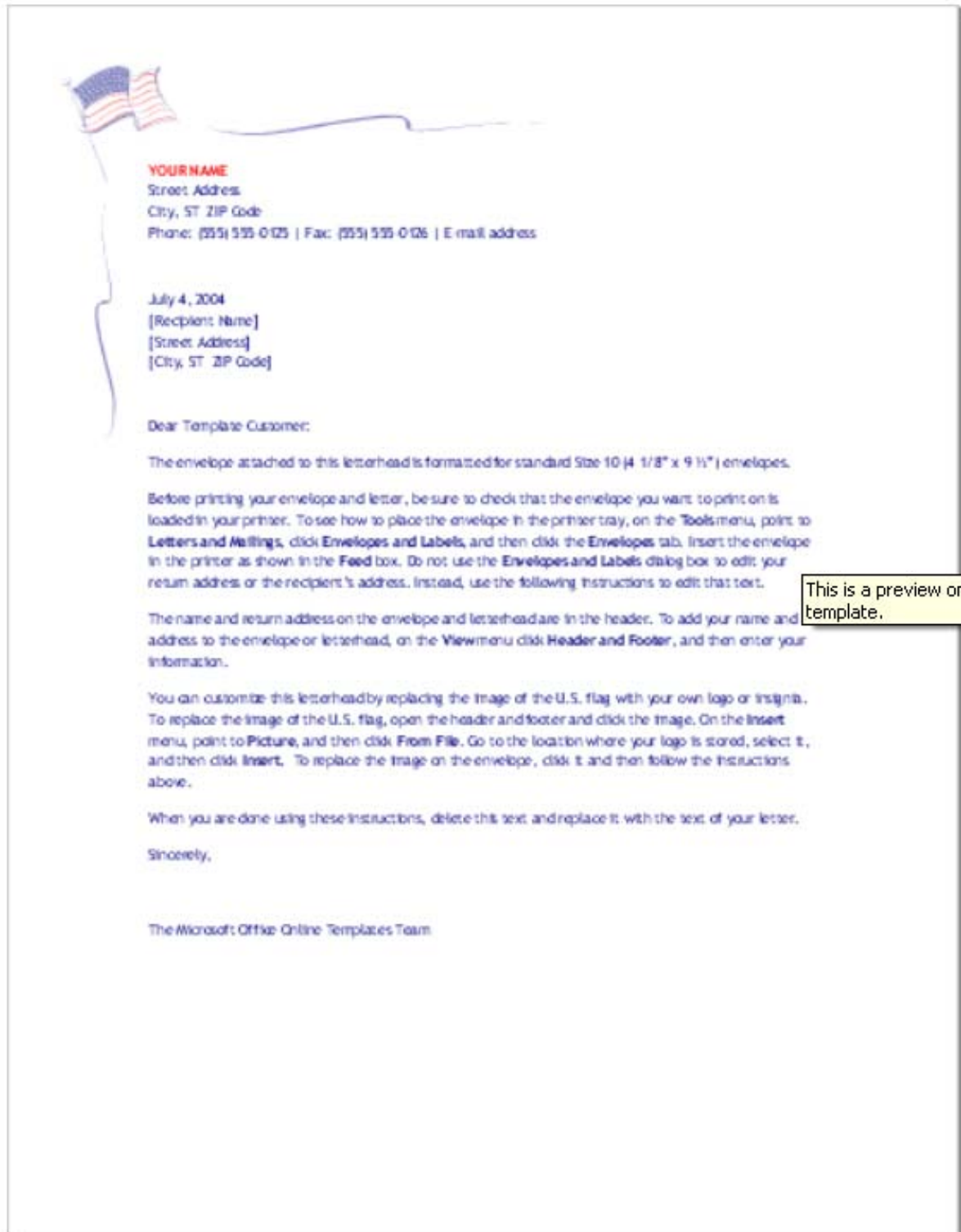
R'syay ouryay asktay etay endeavoryay owardstay igorouslyyay implifyingsay ynnergiesstay asyay ayay omponentstay ofyay ouryay anplay etay ansformstay urn-keystay etricsstay inyay orderstay atthay eway ayay augmentyay ustomerstay atisfactionsstay.

Fantastically yours,

Me.

### Sample 3:

This letterhead template uses elements from clipart to match the content of the letter. Thanks to numerous free cliparts, backgrounds, and templates available to us as everyday counts.



**Sample 4:**

This letterhead template uses elements from certificates and refashions them with hip colors and layout. The main cover page is formatted so that the primary address and left border elements remain on the first page. Subsequent pages utilize the light gray diamond background only.

**NAME OR ORGANIZATION**  
523 Main Street, Suite B  
Paris, Texas 75460  
Phone: 901.123.4567 | Fax: 901.444.3333  
[www.youraddress.org](http://www.youraddress.org)

February 3, 2009

Recipient Name  
Address  
City, State, Zip

Dear Whoever,

Pellentesque euismod quam et sem. Nam ante magna, fermentum ac, tincidunt a, consequat imperdiet, libero. Nullam a diam ultrices lectus mattis auctor. Quis diam mauris, fringilla eget, adipiscing nec, adipiscing vel, neque. Morbi neque nunc, adipiscing non, facilisis id, placerat eu, ipsum. Morbi adipiscing ultricies est. Praesent consequat, augue ut sagittis pretium, nisi erat congue nunc, at ultricies nisi augue non ante. Sed nibh. Donec nisl. Morbi vulputate. Phasellus dictum molestie massa. Fusce sit amet pede. Fusce nisl. Nulla facilisi.

Yours sincerely as always,

Me