

Academic Transition Letter

Date: [Insert Date]

Dear [Student's Name],

We are excited to inform you about your upcoming transition to [New Grade Level] at [School's Name]. This is a wonderful opportunity for you to continue your educational journey and develop new skills along the way.

As you prepare for this next step, we encourage you to reflect on what you have learned in [Current Grade Level] and how you can apply this knowledge in [New Grade Level]. Below are a few important details to keep in mind:

- **New Classroom Assignments:** You will be placed in [Teacher's Name] class, where you will engage in exciting learning activities.
- **Supplies Needed:** Please ensure you have the necessary supplies including [list of supplies].
- **Orientation Date:** Join us for an orientation on [Date] at [Time], where you will meet your new teacher and classmates.

We trust that you will embrace this transition with enthusiasm and an open mind. If you have any questions or need further information, please do not hesitate to reach out.

Best wishes for a successful year ahead!

Sincerely,

[Your Name]

[Your Title]

[School's Name]