

Dear Parents,

I hope this letter finds you well. My name is [Your Name] and I am [Your Position, e.g., the Art Teacher] at [School Name]. I am excited to introduce myself and share some information about the extracurricular activities that we offer this year.

At [School Name], we believe that extracurricular activities play a vital role in the growth and development of our students. We offer a variety of programs including [list a few activities, e.g., sports, music, drama, clubs], which are designed to enhance their skills and interests beyond the classroom.

I will be overseeing the [specific activity or program] this year and I am eager to work with your children to explore their passions and talents. Our first meeting will be on [date], and I encourage you to attend to learn more about what we have planned.

If you have any questions or would like to discuss your child's involvement in our activities, please feel free to reach out to me at [your email] or [your phone number]. I look forward to a wonderful year ahead!

Best regards,

[Your Name]

[Your Position]

[School Name]