Type in your name and address

Type in the Head Teacher’s Name, the School Name, and the address

Type in the date

Dear Type in the Head Teacher’s name

I am the type in mother or father of type in your child’s full name and understand that they are attending your school.

I would be grateful if you would update your records with my contact details and also keep me informed of:

* the details of school reports on child’s first name’s progress;
* dates of parents’ evenings and any other events which parents are invited to, such as sports days, plays and special assemblies;
* any activities for which parental consent is required;
* any difficulties which child’s name is having;
* any other important matters.

I am keen to support my son or daughter’s education, and if you require any further information or wish to talk to me, please do not hesitate to call me on type in your daytime telephone number.

Yours sincerely,

Type in your full name