

May 6, 2002

Mr. and Mrs. Jorge Pérez
436 Collins Street
Town, State Zip Code

Dear Mr. and Mrs. Pérez:

On behalf of the _____ School, I would like to welcome you and your family to our community.

Our goal is to offer your child the best education as he/she enters a new culture and learns a new language.

We welcome you to be a part of the activities that our school offers. When schools and parents work together, it helps children to succeed in school

Our teachers will keep you informed about your child's progress in school. They will suggest activities that you do with your child at home. We also invite you to share your ideas with us and keep teachers informed about your child.

We look forward to seeing you at school activities. We hope that you and your child will feel comfortable in our school.

Once more, welcome to our school and to your new community!

Sincerely,

(Principal's Signature)
(Principal's Name)
(Title)