City Middle School

9900 East Drive

Raleigh, NC 12345

We welcome your child, , to County Middle School! I’m excited about the opportunity to get to know you, as well, and I’m looking forward to a happy and productive school year.

Please have your child bring the following supplies on the first day of school.

* 3 Ring Binder
* Dividers

My classroom number is and is located in the West building.

I hope you will make it a priority this year to attend as many school-sponsored events as possible.

If you have any questions or concerns, please contact me by e-mail or phone. I also welcome appointments to meet in person.

Let’s work together to make this the best year ever!

Sincerely,

Ms. Williams