**Template A: Requesting Information**

Subject: Question about [Child's name]'s [specific topic]

Dear [Teacher's name],

I hope this email finds you well. I wanted to reach out regarding [specific situation/question].

What I'm observing at home is [brief, specific description].

Could you help me understand [specific question]? I'd appreciate any insights you might have.

Thank you for your time and for all you do for [child's name].

Best regards,

[Your name]

[Your contact information]

**Template B: Sharing Information**

Subject: Information about [Child's name] that might be helpful

Dear [Teacher's name],

I wanted to share some information about [child's name] that might be helpful for the classroom.

[Share 2-3 specific, relevant pieces of information about your child's needs, preferences, or successful strategies]

Please let me know if you have any questions or if there are ways I can support [child's name]'s success at school.

Thank you,

[Your name]