**Senders Name]**
[Address line]
[State, ZIP Code]

[Letter Date]

**[Recipients Name]**
[Address line]
[State, ZIP Code]

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear [Recipients Name],

I would like to take this opportunity to welcome you back to the school year 2015/2016.

I hope you had a fantastic summer holiday and got to spend time with your family and friends. This New Year marks the beginning of yet another journey in these young souls' education, and your input contributes a lot to it. I believe you are well rested and ready to help the children through their journey.

Thank you and welcome back.

Sincerely,

[Senders Name]
[Senders Title] -Optional-

[Enclosures: number] - Optional -
cc: [Name of copy recipient] - Optional -