

## **Letter of Introduction: Sample**

Dear Students,

Welcome to our class! Let me begin by sharing my wish that I could be with you today. I will see you next week and I hope that you will enjoy your first week of English in the meantime!

Some of you have met my little one, Benton, and others of you may have seen him stomping down the halls, practicing his walking skills. He is sick and I need to be home to take extra care of him right now. It's because of Benton that I ask that you all understand where I am coming from when it comes to classroom and school safety procedures. I may not always be as calm as I would like when I remind you about wearing your mask properly, and I ask you to remember that anytime I see your mask under your nose I feel anxiety that I'm putting Benton at risk. Please know that I hope that we can all practice keeping each other safe!

Your first assignment in this class is to write a letter introducing yourself. This is your first writing sample for this course, but more importantly it's your first opportunity to introduce yourself and help me learn about you! Try to be as thorough and thoughtful as possible. You will start with a draft to organize your thoughts and finish by writing a good copy.

In your letter, please let me know about the following things:

- A little bit about yourself and your interests
- Information about how you learn best and how I can help
- Your goals for this class

Feel free to use the information sheet you have already started as a place to begin.

I am looking forward to our learning journey together this semester!

Sincerely,

Ms Sidaway-Wolf