

[Your School's Letterhead]

[Date]

[Principal's Name]

[Principal's Title]

[School's Name]

[School's Address]

[City, State, Zip Code]

Dear [Principal's Name],

Subject: Middle School Report for [Student's Name]

I hope this letter finds you well. I am writing to provide you with an overview of [Student's Name]'s progress during the current grading period.

[Student's Name] has shown significant improvement in the following subjects:

- [Subject 1]: [Brief description of performance and improvements]
- [Subject 2]: [Brief description of performance and improvements]
- [Subject 3]: [Brief description of performance and improvements]

Additionally, [he/she/they] has been actively participating in class discussions and group projects, demonstrating [his/her/their] ability to collaborate with peers effectively.

However, [he/she/they] faces challenges in [specific subject or area]. It is important to focus on [mention any strategies or support needed].

We encourage continued communication between home and school to support [Student's Name]'s growth. If you have any questions or suggestions, please feel free to contact me.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]