

[Your School Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: Progress Report for [Subject/Class Name]

I hope this letter finds you well. This progress report is to inform you about your academic performance in [Subject/Class Name] during the [specific time period, e.g., first quarter, semester].

1. **\*\*Attendance\*\***:

- Total Classes Held: [number]
- Classes Attended: [number]
- Attendance Percentage: [percentage]

2. **\*\*Academic Performance\*\***:

- Assignments/Projects:
  - [Assignment 1: Score/Comments]
  - [Assignment 2: Score/Comments]
- Tests/Exams:
  - [Test 1: Score/Comments]
  - [Test 2: Score/Comments]

3. **\*\*Strengths\*\***:

- [Mention areas of strength]

4. **\*\*Areas for Improvement\*\***:

- [Mention areas needing improvement]

5. **\*\*Next Steps\*\***:

- [Provide suggestions for improvement, if applicable]

Your overall performance thus far has been [comment on performance, e.g., satisfactory, outstanding, etc.]. I encourage you to continue working hard and seek help when necessary.

Please feel free to reach out if you have any questions or need further support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

[Email Address]