

[Your School's Letterhead]

[Date]

[Parent's Name]

[Parent's Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: Academic Performance Update for [Student's Name]

I hope this message finds you well. I am writing to inform you about [Student's Name]'s academic performance during the [specific term/semester/year].

[Provide a brief overview of the student's performance, mentioning strengths and areas for improvement. Include specific subjects or skills where applicable.]

We recognize the importance of parental involvement in the educational journey. Therefore, we encourage you to support [Student's Name] by [suggest specific actions or resources].

If you would like to discuss [Student's Name]'s progress further, please feel free to contact me at [phone number] or [email address]. We value your partnership in your child's education.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[Contact Information]