

[Your Name]
[Your Title/Position]
[School/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent/Guardian's Name]
[Parent/Guardian's Address]
[City, State, Zip Code]

Dear [Parent/Guardian's Name],

I hope this letter finds you well. I am writing to provide you with an update on [Student's Name] and their progress in addressing their dyslexia challenges over the past [time period].

****Overview of Progress:****

- [Briefly describe the areas of focus, e.g., reading fluency, comprehension, phonemic awareness, etc.]
- [Highlight any interventions or strategies that have been implemented.]

****Strengths and Improvements:****

- [List specific strengths observed in [Student's Name], such as improved reading strategies or increased confidence in classroom participation.]
- [Mention any measurable improvements in skills, assessments, or class participation.]

****Ongoing Challenges:****

- [Discuss any areas where [Student's Name] is still facing challenges, along with observations and recommendations for support.]

****Next Steps:****

- [Outline any upcoming goals, interventions, or strategies that will be put in place to support [Student's Name]'s continued progress.]
- [Invite the parent/guardian to participate in future meetings or discussions to ensure a collaborative approach.]

Thank you for your continued support and dedication to [Student's Name]'s education. Please feel free to reach out to me if you have any questions or concerns.

Sincerely,

[Your Name]
[Your Title/Position]
[School/Organization Name]