

[Your Name]
[Your Title / Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I want to take a moment to share some wonderful things about [Child's Name] and their progress in class.

[Paragraph detailing specific achievements, improvements, or behavior]

It has been a pleasure to watch [Child's Name] grow and develop their skills in [subject or activity]. I am particularly impressed with [specific example or anecdote].

Please feel free to reach out to me if you have any questions or if there's a way I can support [Child's Name] further.

Thank you for your continued support!

Sincerely,

[Your Name]
[Your Title / Position]