

[Your Name]
[Your Position]
Kumon Center Name
[Center Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent's Name]
[Student's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well. I am pleased to share some feedback regarding [Student's Name]'s progress at our Kumon Center.

Since starting in [start date], [Student's Name] has made significant strides in [specific subject, e.g., math or reading]. Their dedication to completing daily assignments and attending sessions regularly has contributed greatly to their learning journey.

Highlights of [Student's Name]'s progress include:

- **Skill Improvement**: [Brief explanation of specific skills or concepts mastered]
- **Assessment Scores**: [Any notable assessment results or improvements]
- **Work Ethic**: [Comments on participation, attitude, etc.]

Moving forward, we encourage [Student's Name] to focus on [areas of improvement or goals for the future]. Our team is here to support [him/her/them] in achieving these goals, and we appreciate your involvement and encouragement at home.

Please feel free to reach out if you have any questions or would like to discuss [Student's Name]'s progress in more detail. Thank you for your continued support.

Warm regards,

[Your Name]
[Your Position]
Kumon Center Name