

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Kumon Center Name]
[Center Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request feedback regarding my child's progress in the Kumon program. We have been enrolled for [duration] and would appreciate your insights on [Child's Name]'s development and areas where they may need improvement.

Specifically, I would love to know:

1. [Question 1]
2. [Question 2]
3. [Question 3]

Your feedback will be invaluable in helping us support [Child's Name] in their studies. Thank you for your attention to this matter, and I look forward to your response.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]