

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

Dear [Parent's Name],

I hope this letter finds you well. I am writing to provide you with an update on [Student's Name]'s progress at our Kumon Center.

**\*\*Subject Area Progress:\*\***

- **\*\*Math:\*\*** [Brief description of progress, areas of improvement, and skills mastered]

- **\*\*Reading:\*\*** [Brief description of progress, areas of improvement, and skills mastered]

**\*\*Overall Performance:\*\***

[General comments on the student's attitude, work ethic, and engagement during sessions]

**\*\*Next Steps:\*\***

[Recommendations for further improvement, upcoming goals, and any additional resources or practice materials]

Thank you for your continued support and involvement in [Student's Name]'s learning journey. If you have any questions or would like to discuss this report further, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Title]  
Kumon Center Name