

[Your Name]
[Your Title/Position]
[Kumon Center Name]
[Center Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent/Guardian Name]
[Student's Name]
[Parent/Guardian Address]
[City, State, Zip Code]
Dear [Parent/Guardian Name],
Subject: Student Update for [Student's Name]
I hope this letter finds you well. We are writing to provide an update on [Student's Name]'s progress in the Kumon program.
Current Progress:
- **Subject(s):** [Math/Reading]
- **Current Level:** [Current level or worksheet completion]
- **Recent Achievements:** [List specific achievements or milestones]
Observations:
[Include a brief summary of the student's attitude, participation, and areas of strength or improvement.]
Next Steps:
[Outline any recommendations for continued progress, upcoming assessments, or adjustments in study plans.]
We are proud of [Student's Name]'s achievements so far and encourage continued effort and focus. If you have any questions or would like to discuss this update further, please feel free to contact us.
Thank you for your support!
Best regards,
[Your Name]
[Your Title/Position]
[Kumon Center Name]