

[Your School/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the upcoming NWEA testing that will take place at [School/Organization Name] from [Start Date] to [End Date]. This assessment is designed to measure students' academic progress and help us tailor our instruction to meet their individual needs.

****Testing Schedule:****

- ****Grades:**** [List grades participating]

- ****Test Dates:**** [List specific dates for each grade]

- ****Testing Time:**** [Specify time of day testing will occur]

****What to Expect:****

- Students will take the [assessments/subjects] in a secure and supportive environment.

- Testing will last approximately [duration] for each subject area.

****Preparation Tips for Students:****

- Ensure a good night's sleep before testing days.

- Have a healthy breakfast on test days.

- Encourage a positive and calm mindset.

For any questions or concerns regarding the NWEA testing, please feel free to contact [Contact Person] at [Contact Phone Number] or [Contact Email].

Thank you for your support in helping our students succeed.

Sincerely,

[Your Name]

[Your Title]

[School/Organization Name]

[Contact Information]