

[Your School/Organization Letterhead]

[Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you about the upcoming NWEA testing for our students scheduled for [beginning date] through [ending date].

NWEA (Northwest Evaluation Association) assessments are designed to measure student progress and growth in various subjects, including [list subjects, e.g., Mathematics, Reading, Language Usage]. These assessments help us to tailor our instruction to better meet the needs of each student.

Here are some important details regarding the testing:

**\*\*Testing Schedule:\*\***

- Grade [X]: [date and time]

- Grade [Y]: [date and time]

**\*\*Preparation:\*\***

- Please ensure that your child gets a good night's sleep prior to testing and arrives at school on time.

- We encourage a healthy breakfast to help them perform their best.

**\*\*Results:\*\***

- Tests typically take about [duration] to complete. Results will be shared with parents [when/how results will be shared, e.g., at parent-teacher conferences, via email].

If you have any questions or concerns regarding NWEA testing, please feel free to contact [your name, position, and contact information].

Thank you for your support!

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]