

[Your School Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

We are excited to inform you that your child, [Child's Name], will participate in the upcoming NWEA testing. This assessment is designed to measure your child's academic progress and help us tailor our instruction to better meet their needs.

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

- **\*\*Date(s):\*\*** [Insert Dates]

- **\*\*Time:\*\*** [Insert Start and End Time]

- **\*\*Location:\*\*** [Insert Testing Location]

Please ensure your child is prepared by:

- Getting plenty of rest the night before.

- Eating a healthy breakfast on the day of the test.

- Arriving on time, with any necessary materials.

If you have any questions or concerns, please don't hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your support!

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]