

[Your Name]
[Your Title/Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Dear Parents/Guardians,

I hope this letter finds you well. I am writing to share some important information regarding your child's academic performance this term.

[Student's Name] has shown [describe strengths and achievements, e.g., improvement in math, active participation in class, etc.]. However, there are areas where [he/she/they] may need additional support. Specifically, [mention areas for improvement, e.g., consistent homework submission, test scores, etc.].

We believe that with the right support and encouragement, [Student's Name] can continue to grow and succeed. We encourage you to [suggest ways parents can help, e.g., establishing a homework routine, attending tutoring sessions, etc.].

We welcome the opportunity to discuss this further. Please feel free to reach out to me at [phone number] or [email address] to schedule a meeting or if you have any questions.

Thank you for your continued support in your child's education.

Sincerely,

[Your Name]
[Your Title/Position]