

[Your School's Letterhead]

[Date]

[Parent's Name]

[Address]

[City, State, Zip Code]

Dear [Parent's Name],

I hope this letter finds you well. I am writing to share an update on [Student's Name]'s progress in [Grade/Class Name].

[Paragraph discussing the student's strengths, achievements, and areas of improvement.]

It is important to recognize [Student's Name]'s hard work and dedication, particularly in [specific subjects/activities]. [Provide specific examples of accomplishments or positive behavior.]

We are also working on [mention any challenges or areas for growth], and I encourage you to support [Student's Name] by [suggest ways parents can help at home].

If you have any questions or would like to discuss [Student's Name]'s progress further, please feel free to contact me at [phone number] or [email address].

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

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Phone Number]

[School Email Address]