

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

Dear [Parent/Guardian Name],

I hope this letter finds you well. I am writing to provide you with an evaluation of your child, [Student's Name], for [grading period/semester/year].

[Student's Name] has shown [describe strengths, e.g., exceptional performance in mathematics, creativity in art projects, etc.]. They consistently [mention specific behaviors, such as participating in class discussions, completing assignments on time, etc.].

During this evaluation period, [Student's Name] has encountered some challenges, particularly in [mention any areas that need improvement, e.g., time management, reading comprehension, etc.]. We are working together to address these issues, and I believe with continued effort, [he/she/they] will make significant progress.

Additionally, [Student's Name] has demonstrated [mention any character traits or social skills, e.g., teamwork, respect for others, leadership abilities, etc.]. These qualities will greatly benefit [his/her/their] growth as a student and individual.

I encourage you to continue supporting [Student's Name] at home by [suggest activities or strategies, e.g., reading together, creating a study schedule, discussing schoolwork, etc.].

Please feel free to contact me if you have any questions or would like to discuss [Student's Name]'s progress further.

Thank you for your continued support!

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]