

[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 am writing to provide you with an update on [Student's Name]'s progress in [subject/class name] for the [term/semester].

[Student's Name] has shown [positive attributes, e.g., improvement, enthusiasm, participation], particularly in [specific areas of strength]. For instance, [provide specific examples of achievements or contributions].

However, there are areas where [he/she/they] can improve, including [areas for improvement]. I encourage [Student's Name] to focus on [specific strategies or actions], which will help [him/her/them] succeed. Please feel free to reach out if you have any questions or would like to discuss [Student's Name]'s progress further. Thank you for your support.

Sincerely,

[Your Name]
[Your Position]