

[School Letterhead]

[Date]

Dear [Parent(s)/Guardian(s)],

I hope this letter finds you well. I am writing to update you on

[Student's Name]'s progress in class this term.

[Student's Name] has shown [positive observations about the student's performance, behavior, or participation]. I have noticed that [specific examples of achievements or improvements].

Additionally, there are areas where [he/she/they] can improve. I recommend [suggestions for improvement or strategies for support].

Please feel free to contact me if you have any questions or would like to discuss [Student's Name]'s progress further. I value your partnership in your child's education and believe that together we can support [his/her/their] continued growth.

Thank you for your continued support.

Warm regards,

[Your Name]

[Your Position]

[School Name]

[Contact Information]