

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

Dear [Parents' Names],

I hope this letter finds you well. I am writing to share some thoughts regarding your child, [Child's Name], and their progress in [Class/Subject].

[Paragraph 1: General comments about the student's strengths and areas of growth.]

[Paragraph 2: Specific examples of accomplishments or challenges faced by the student.]

[Paragraph 3: Suggestions for how parents can support their child's learning at home.]

Thank you for your continued support and involvement in [Child's Name]'s education. I am looking forward to working together to help them thrive.

Warm regards,

[Your Name]  
[Your Position]