

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Student Progress Update - [Student's Name]

I hope this letter finds you well. We are writing to provide you with an update on [Student's Name]'s progress in [Grade/Class Name] during this academic term.

[Student's Name] has shown [progress in specific subjects or areas, e.g., improvement in math skills, increased participation in class discussions]. Their [strengths or achievements, e.g., dedication, creativity, leadership qualities] have been commendable, and they continue to engage positively with their peers and teachers.

However, there are areas where [Student's Name] can improve, specifically in [mention any challenges or areas of concern, e.g., homework completion, interaction with peers]. We encourage [specific actions for improvement, e.g., additional practice at home, tutoring sessions, etc.]. We believe that with continuous support and encouragement, [Student's Name] will make further strides in their educational journey. Please feel free to reach out if you have any questions or would like to discuss this update further.

Thank you for your ongoing support.

Sincerely,

[Your Name]

[Your Title]

[Contact Information]

[School Name]