

[Your School's Letterhead]

[Date]

[Parent/Guardian's Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

Subject: Progress Report for [Student's Name]

We are pleased to share the progress report for [Student's Name] for the [Quarter/Semester] of the [School Year]. Below you will find an overview of their academic performance, participation, and areas for improvement.

****Academic Performance****

- Subject 1: [Grade/Comments]

- Subject 2: [Grade/Comments]

- Subject 3: [Grade/Comments]

- Subject 4: [Grade/Comments]

****Participation and Behavior****

[Brief comments on participation and behavior in class activities]

****Areas for Improvement****

[Comments on areas where the student can improve, along with suggestions for support]

We encourage you to support [Student's Name] in their continued efforts and to reach out with any questions or concerns. Together, we can ensure their success.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]