

[Your School's Letterhead]

[Date]

[Parent/Guardian Name]

[Address]

[City, State, Zip Code]

Dear [Parent/Guardian Name],

Subject: Student Progress Report for [Student's Name]

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

****Academic Performance****

[Brief summary of academic achievements, subjects of strength, and areas for improvement.]

****Attendance****

[Overview of attendance record, including any patterns of absences or tardiness.]

****Behavior and Participation****

[Comments on classroom behavior, participation in discussions, and interaction with peers.]

****Goals and Recommendations****

[Suggestions for how parents can support their child's learning at home and any goals set for the next term.]

We appreciate your partnership and support in helping [Student's Name] succeed. Please feel free to reach out if you have any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[School Name]

[Contact Information]