

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

Dear [Parent/Guardian's Name],

I hope this letter finds you well. I am writing to share some important information regarding [Student's Name] and their progress in our special education program.

[Insert a brief update about the student's achievements, strengths, and areas of growth. Include specific examples and observations to highlight the student's progress.]

Additionally, I would like to remind you of our upcoming [IEP meeting, parent-teacher conference, or any other relevant event] on [date and time]. This will be a great opportunity for us to discuss [Student's Name]'s goals and any strategies we can implement to support their learning at home and in school.

Please feel free to reach out if you have any questions or if there's anything specific you would like to address during our meeting. Your input is invaluable in working together to provide the best possible support for [Student's Name].

Thank you for your continued partnership and support.

Warm regards,

[Your Name]  
[Your Title/Position]  
[School Name]