

[Your Name]
[Your Title/Position]
[Name of Nursery]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Parent's Name]
[Parent's Address]
[City, State, Zip Code]

Dear [Parent's Name],

Subject: Nursery Training Progress Report

I hope this letter finds you well. We are pleased to share with you an update on [Child's Name]'s progress during this term at [Name of Nursery].

****Attitude and Behavior****

[Briefly describe the child's general attitude, behavior in class, and interactions with peers.]

****Learning and Development****

1. ****Cognitive Skills:****

[Describe progress in cognitive skills, such as problem-solving or critical thinking abilities.]

2. ****Language and Communication:****

[Comment on improvements in vocabulary, speech clarity, or communication with peers and teachers.]

3. ****Social Skills:****

[Highlight social interactions and ability to work in groups or participate in activities.]

4. ****Physical Development:****

[Mention motor skills, physical activities participation, and any notable progress.]

****Accomplishments****

[Specify any particular achievements or milestones reached during the term.]

****Areas for Improvement****

[Note any areas where further support or improvement is needed.]

****Next Steps****

[Provide suggestions for activities at home or future focus areas for the nursery.]

We are proud of [Child's Name]'s progress and look forward to continuing to support their development. Please feel free to contact me if you have any questions or would like to discuss this report further.

Thank you for your ongoing support!

Warm regards,

[Your Signature]

[Your Printed Name]

[Your Position]