

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

Dear [Parent/Guardian Name],

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

I hope this message finds you well. This letter is to provide you with an update on [Student's Name]'s academic progress for the [specific term/semester/year].

[Student's Name] has been demonstrating [his/her/their] strengths in the following areas:

- [Subject/Skill 1: Brief Description of Progress]
- [Subject/Skill 2: Brief Description of Progress]
- [Subject/Skill 3: Brief Description of Progress]

Additionally, there are areas that require further attention:

- [Subject/Skill 1: Brief Description of Improvement Needed]
- [Subject/Skill 2: Brief Description of Improvement Needed]

To support [his/her/their] learning, we recommend:

- [Suggestion 1: Description]
- [Suggestion 2: Description]

We are committed to helping [Student's Name] achieve [his/her/their] academic goals and are here to support [him/her/them] in any way possible. Please do not hesitate to reach out if you have any questions or would like to discuss this report further.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
YJ School