

[Your School's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: School Report for [Student's Name] - [Grade/Class]

I hope this letter finds you well. This report provides an overview of [Student's Name]'s academic performance and behavior for the [specific term/semester/year].

**\*\*Academic Performance:\*\***

- Subjects:

- [Subject 1]: [Grade/Comment]

- [Subject 2]: [Grade/Comment]

- [Subject 3]: [Grade/Comment]

- Overall Grade: [Overall Grade/Comment]

**\*\*Behavior and Participation:\*\***

[Brief description of the student's behavior, participation in class, and any notable achievements or challenges.]

**\*\*Attendance:\*\***

[Attendance record, e.g., number of absences and tardies]

**\*\*Additional Comments:\*\***

[Any other pertinent information or recommendations for improvement.]

Please feel free to reach out if you have any questions or would like to discuss [Student's Name]'s progress further.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title/Position]

[School Name]

[Contact Information]