

[School Letterhead]

[Date]

[Parent's Name]

[Address]

[City, State, Zip Code]

Dear [Parent's Name],

Subject: [Student's Name] - Report Card

We are pleased to share with you the report card for your child,
[Student's Name], for the [Grade/Term].

****Subject Performance:****

- ****Mathematics:**** [Comments about performance]

- ****Reading:**** [Comments about performance]

- ****Science:**** [Comments about performance]

- ****Art:**** [Comments about performance]

- ****Physical Education:**** [Comments about performance]

****Attendance:**** [Attendance details]

****Behavior:**** [Comments about behavior]

Overall, [Student's Name] has shown [strengths/areas for improvement]. We encourage [him/her/them] to continue [his/her/their] hard work and dedication.

If you have any questions or would like to discuss [Student's Name]'s progress, please feel free to contact us.

Thank you for your support!

Sincerely,

[Teacher's Name]

[Teacher's Position]

[Contact Information]