

Dear Parents and Guardians,

As we approach the end of the academic year, we would like to take this opportunity to inform you about the upcoming release of your child's end-of-year report.

The reports will be available for viewing on our school portal starting **[insert date]**. We encourage you to take the time to review your child's progress, achievements, and areas for improvement.

Please feel free to reach out to your child's teachers if you have any questions or wish to discuss the report in detail.

Thank you for your continued support and partnership in your child's education. We look forward to celebrating their accomplishments this year.

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