

# Report Card Collection Schedule

Dear Parents/Guardians,

We hope this message finds you well. We are writing to inform you about the schedule for the collection of report cards for the current academic term.

## Collection Dates:

- Grade 1 - Grade 3: March 12, 2023, from 9:00 AM to 12:00 PM
- Grade 4 - Grade 6: March 13, 2023, from 1:00 PM to 4:00 PM
- Grade 7 - Grade 9: March 14, 2023, from 9:00 AM to 12:00 PM
- Grade 10 - Grade 12: March 15, 2023, from 1:00 PM to 4:00 PM

We kindly ask that you arrive during your designated time slot to ensure a smooth collection process.

If you have any questions or concerns, please do not hesitate to contact the school office at (123) 456-7890 or email us at [info@school.com](mailto:info@school.com).

Thank you for your cooperation.

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