

# Report Card Delivery Outline

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you that the report cards for [Student's Name] for the [Grade/Term] have been finalized and are ready for distribution.

## Delivery Options:

- Option 1: In-person Pickup

Location: [School Address]

Date and Time: [Date/Time]

- Option 2: Mail Delivery

Please confirm your mailing address for postal delivery.

## Contact Information:

If you have any questions regarding the report card or delivery options, please do not hesitate to contact us at:

Email: [School Email]

Phone: [School Phone Number]

Thank you for your continued support and partnership in [Student's Name]'s education.

Sincerely,

[Your Name]

[Your Position]

[School Name]