

# Letter for Report Card Distribution Timeline

Date: [Insert Date]

Dear Parents/Guardians,

We hope this message finds you well. We are writing to inform you about the upcoming report card distribution for the [insert term/semester] of the academic year [insert year]. Below is the timeline for report card distribution:

- **Date of Report Card Release:** [Insert Date]
- **Distribution Method:** [In-person/Online/Mail]
- **Pick-up Location:** [Insert Location if applicable]
- **Time for Pick-Up:** [Insert Time]

If you have any questions or concerns, please do not hesitate to contact the school administration at [insert contact information]. We appreciate your support and involvement in your child's education.

Thank you,

Sincerely,

[Your Name]  
[Your Position]  
[School Name]