Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you about the upcoming report card handout dates for this academic year.

The report cards will be distributed on the following dates:

- First Quarter: November 10, 2023
- Second Quarter: February 2, 2024
- Third Quarter: April 12, 2024
- Final Report Cards: June 21, 2024

We encourage you to review your child's progress during these times and discuss any questions or concerns with their teachers.

Thank you for your continued support.

Sincerely,
[Your School Name]
[Contact Information]