

Report Card Pickup Information

Dear Parents and Guardians,

We would like to inform you that report cards for the current academic term will be available for pickup on:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please ensure that you bring a valid form of identification when you come to collect your child's report card. If you are unable to attend on this date, please contact the school office to arrange an alternative pickup time.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]