

# Educational Progress Assessment

Date: [Insert Date]

Dear [Parent/Guardian's Name],

I hope this message finds you well. We are writing to provide you with an update on [Student's Name]'s academic progress for the [current term/semester].

Overall, [Student's Name] has shown [describe performance, e.g., remarkable improvement, consistent progress, etc.]. Notable achievements include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

In areas needing attention, we have observed that [Student's Name] could benefit from additional support in [subject/area]. We recommend [suggestions for improvement, e.g., extra tutoring, participation in study groups].

We encourage you to discuss this assessment with [Student's Name] and support them in their learning journey. Should you have any questions or wish to discuss this further, please feel free to contact us.

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Title]  
[School Name]  
[Contact Information]