

# Performance Tracking Letter

Date: [Insert Date]

To: [Parent/Guardian Name]

From: [Teacher's Name]

Subject: Student Performance Tracking

Dear [Parent/Guardian Name],

I am writing to provide an update on [Student's Name]'s performance and progress in class for the past term.

## Academic Performance

- **Subject 1:** [Insert Details]
- **Subject 2:** [Insert Details]
- **Subject 3:** [Insert Details]

## Attendance

Attendance Rate: [Insert Percentage]

## Behavior and Participation

[Insert Feedback]

## Next Steps

To support [Student's Name], I recommend the following steps: [Insert Recommendations]

Please feel free to reach out if you have any questions or would like to discuss [Student's Name]'s progress in further detail.

Thank you for your support.

Sincerely,

[Teacher's Name]

[School Name]

**[Contact Information]**