

Academic Progress Report

Date: [Insert Date]

To: [Parent/Guardian's Name]

Address: [Parent/Guardian's Address]

Dear [Parent/Guardian's Name],

We are pleased to provide you with the academic progress report for your child, [Student's Name], for the [Term/Quarter/Year]. Below are the details of their performance in each subject:

Subject	Grade	Teacher's Comments
Mathematics	[Grade]	[Comments]
Science	[Grade]	[Comments]
English	[Grade]	[Comments]
History	[Grade]	[Comments]

Overall, [Student's Name] has shown [positive/areas for improvement] in their academic work. We encourage you to continue supporting [his/her] education at home.

If you have any questions or would like to discuss this report further, please feel free to contact us at [School's Contact Information].

Sincerely,

[Teacher's Name]

[Position]

[School Name]