

# Dear Parents and Guardians,

We are pleased to announce that the report cards for the current school year will be distributed on **[Date]**. This is an important opportunity for you to review your child's progress and achievements.

## Report Card Distribution Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Contact:** [Insert Contact Information]

Please ensure that you attend and collect your child's report card. This will also be a great opportunity to meet with teachers and discuss your child's performance and areas for improvement.

We appreciate your continued support in your child's education.

## Thank You!

Sincerely,  
[Your School Name]  
[Your Title]