

End-of-Term Report Card Distribution

Dear Parents/Guardians,

We are pleased to inform you that the report cards for the end of the term will be distributed on **[Date]**. This is an important opportunity to review your child's progress and achievements over the term.

The report cards will be available for pickup in the school office from **[Start Time]** to **[End Time]**. Please ensure that you or an authorized representative is present to collect the report card.

If you have any questions or wish to discuss your child's performance, please feel free to contact your child's teacher at **[Teacher's Email/Phone Number]**.

Thank you for your continued support and partnership in your child's education.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[School Contact Information]