

Dear Guardians,

We are pleased to inform you that the report cards for the current academic term are ready for distribution. We value your partnership in your child's education and encourage you to review the report card together with your child.

Distribution Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please ensure that you attend on the specified date to collect the report card and discuss your child's progress with their teachers. If you're unable to attend, please inform us in advance so alternative arrangements can be made.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[School Name]
[Contact Information]