

Dear Parents and Guardians,

We are pleased to inform you that the report cards for the current academic semester will be distributed on **[Date]**.

Please find the details for the distribution:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

During this time, you will have the opportunity to meet with your child's teachers to discuss their progress and any areas for improvement.

We encourage all parents to attend and engage in their child's educational journey. If you have any questions, please feel free to contact the school office.

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Position]

[School Name]