

# Dear Parents and Guardians,

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

Please join us in the **[Location]** at **[Time]** for the report card distribution. Staff will be available to discuss your child's performance and answer any questions you may have.

We encourage you to take this opportunity to engage with our teachers and staff to support your child's educational journey.

If you have any questions, please feel free to contact the school office at **[Phone Number]** or **[Email Address]**.

Thank you for your continued support.

Sincerely,  
**[Your Name]**  
**[Your Position]**  
**[School Name]**