

# Dear Parents/Guardians,

We are pleased to inform you that the distribution of student report cards for the academic year will take place on **[Date]**.

Please join us in the **[Location]** at **[Time]**.

This is an excellent opportunity to discuss your child's progress with their teachers and to address any questions or concerns you may have.

We look forward to seeing you there!

Best regards,

**[Your School's Name]**  
**[Your Contact Information]**  
**[Date]**