

Dear Parents/Guardians,

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

The report card contains valuable information regarding your child's performance, strengths, and areas for improvement. We highly encourage you to review it carefully and discuss it with your child.

We will also be hosting a parent-teacher conference on **[Date]** to further discuss your child's progress. This will be a great opportunity for you to meet with your child's teachers and ask any questions you may have.

If you have any questions prior to the distribution, please feel free to contact the school office.

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Position]
[School Name]