

Confirmation Request for Report Card Tracking

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation regarding the tracking of my child's report card for the [specific term/semester/year]. This is essential for us to monitor their academic progress and address any necessary improvements.

Please let us know if you have received the report card and the status of its tracking. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Relationship to the Student]

[Your Contact Information]