

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the report card for my child, [Child's Name], who is in [Grade/Class Name]. As of today, we have not yet received the report card for this term, and I wanted to check on its status.

Understanding the importance of timely information regarding academic performance, I would appreciate any updates you can provide. If there has been a delay, I would be grateful if you could inform me of the reasons and the expected timeline for when the report card might be available.

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

Sincerely,

[Your Name]