

Inquiry About Missing Report Card Submission

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my child's report card submission for the [specific grading period or year]. As of today, we have not received the report card, and I wanted to follow up to ensure it has been submitted to the school.

If there are any issues or if additional information is required from our side, please do not hesitate to reach out. We appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Contact Information]