

Notification of Undelivered Report Card

Date: [Insert Date]

Dear [Parent/Guardian's Name],

We hope this message finds you well. We are writing to inform you that we were unable to deliver your child's report card for the [insert term/year] due to [reason for undelivered card, e.g., incorrect address, absence, etc.].

We understand the importance of receiving this information and would like to ensure that you have access to your child's academic progress. Please contact our office at [insert phone number or email address] to arrange for the delivery of the report card or to update your contact information as necessary.

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

Sincerely,

[Your Name]

[Your Position]

[School's Name]

[School's Address]